

THE RURAL MUNICIPALITY OF MOOSOMIN NO. 121

Minutes of Regular Meeting of the Council of the Rural Municipality of Moosomin No. 121 held on Tuesday, July 13, 2021 at the Council Chambers at 602 Main Street, Moosomin, Saskatchewan.

Present were:	Reeve	David Moffatt
	Councillors,	
	Division 1,	Jeff McMullen
	Division 2,	Rob Hanson
	Division 3,	Herb Doll
	Division 4,	Mark McCorriston
	Division 5,	Dale McAuley
	Division 6,	Ernest Dobson
Division 7,	Vernon Hamilton	

*The meeting was called to order 8:00 am by Reeve Moffatt.
Councilor Hamilton & Hanson arrived to the meeting at 8:25am.*

21-110 Minutes *McAuley:* That the minutes of the regular meeting of council held June 8, 2021 are approved as distributed.
CARRIED

21-111 Financial Activities *Doll:* That the statement of financial activities for the month of June 2021 are accepted as read.
CARRIED

21-112 Accounts Payable *McMullen:* That the list of accounts payable as attached to and forming part of these minutes, covering direct deposits for payroll and cheque nos. 25550 to 25602-general account, in the amount of \$166,601.72 are approved for payment.
CARRIED

Delegation- Ken Giesbrecht- Construction Foreman- 8:00am- 8:20am- provided an update on the construction projects.

Delegation via Teams- web conference- 9:10am-9:35am to discuss the lagoon water issue, drainage and dredging project. Derrick Hohen, Ministry of Environment, Adam, Water Security, Lorne Crosson, land owner – for placement of the drying cell.

21-113 Drying Cell *McAuley:* That the municipality hire a contractor to build the drying cell required for the dredging of the primary cell at the Welwyn lagoon.
CARRIED

21-114 Bylaw No. 298/21 *Doll:* That Bylaw No. 298/21 being a bylaw to provide for the establishment of the duties and powers of the administrator and designated officers be introduced and read for a first time.
CARRIED

21-115 Bylaw 298/21 *McMullen:* That Bylaw No. 298/21 be read a second time.
CARRIED



- 21-116 Bylaw 298/21 *Dobson:* That Bylaw No. 298/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY
- 21-117 Bylaw 298/21 *Hanson:* That Bylaw No. 298/21 being a bylaw to provide for the establishment of the duties and powers of the Administrator and designated officers be read a third time and adopted.
CARRIED
- 21-118 Bylaw No. 299/21 *Hanson:* That Bylaw No. 299/21 being a bylaw to provide for the establishment of a code of ethics for council members be introduced and read for a first time.
CARRIED
- 21-119 Bylaw 299/21 *Doll:* That Bylaw No. 299/21 be read a second time.
CARRIED
- 21-120 Bylaw 299/21 *Hamilton:* That Bylaw No. 299/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY
- 21-121 Bylaw 299/21 *McMullen:* That Bylaw No. 299/21 being a bylaw to provide for the establishment of a code of ethics for council members be read a third time and adopted.
CARRIED
- 21-122 Bylaw No. 300/21 *Dobson:* That Bylaw No. 300/21 being a bylaw to provide for the establishment of penalties for contravention of bylaws (General Penalty) be introduced and read for a first time.
CARRIED
- 21-123 Bylaw 300/21 *McMullen:* That Bylaw No. 300/21 be read a second time.
CARRIED
- 21-124 Bylaw 300/21 *Hanson:* That Bylaw No. 300/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY
- 21-125 Bylaw 300/21 *Moffatt:* That Bylaw No. 300/21 being a bylaw to provide for the establishment of penalties for contravention of bylaws (General Penalty) be read a third time and adopted.
CARRIED

Delegation 10:30am- 10:50am- Age Friendly Community- Moosomin- Devona Putland and Greg Gillipsie- made a presentation on Moosomin being an age friendly community and economic spin off of an aging community and making it a place with multiple venues for different ages.

m
AK

Delegation- 11:00-11:30am- Ministry of Highways- Amy Thai and Kerra Mruss- this was to receive stake holder feedback on development and growth of the municipality to assist in the study of the best location for Highway #8 bypass and interchange.

- | | | |
|--------|---------------------|---|
| 21-126 | Bylaw No.
302/21 | <i>Doll:</i> That Bylaw No. 302/21 being a bylaw to provide for the repealing of certain bylaws be introduced and read for a first time.
CARRIED |
| 21-127 | Bylaw
302/21 | <i>McMullen:</i> That Bylaw No. 302/21 be read a second time.
CARRIED |
| 21-128 | Bylaw
302/21 | <i>McAuley:</i> That Bylaw No. 302/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY |
| 21-129 | Bylaw
302/21 | <i>Dobson:</i> That Bylaw No. 302/21 being a bylaw to provide for the repealing of certain bylaws be read a third time and adopted.
CARRIED |
| 21-130 | Bylaw No.
303/21 | <i>Moffatt:</i> That Bylaw No. 303/21 being a bylaw to provide for restricting the operation of certain vehicles on roads be introduced and read for a first time.
CARRIED |
| 21-131 | Bylaw
303/21 | <i>Hamilton:</i> That Bylaw No. 303/21 be read a second time.
CARRIED |
| 21-132 | Bylaw
303/21 | <i>McMullen:</i> That Bylaw No. 303/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY |
| 21-133 | Bylaw
303/21 | <i>Dobson:</i> That Bylaw No. 303/21 being a bylaw to provide for restricting the operation of certain vehicles on roads be read a third time and adopted.
CARRIED |
| 21-134 | Bylaw No.
304/21 | <i>McMullen:</i> That Bylaw No. 304/21 being a bylaw to provide for the entering into an agreement with the RM of Rocanville No.151 for the provision of fire protection be introduced and Read for a first time.
CARRIED |
| 21-135 | Bylaw
304/21 | <i>Hamilton:</i> That Bylaw No. 304/21 be read a second time.
CARRIED |
| 21-136 | Bylaw
304/21 | <i>McCorriston:</i> That Bylaw No. 304/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY |


m
AR

- 21-137 Bylaw 304/21 *Hanson:* That Bylaw No. 304/21 being a bylaw to provide for the entering into an agreement with the RM of Rocanville No. 151 for the provision of fire protection be read a third time and adopted.
CARRIED
- 21-138 Bylaw No. 305/21 *Doll:* That Bylaw No. 305/21 being a bylaw to provide for the enactment of a fire advisory or fire ban be introduced and read for a first time.
CARRIED
- 21-139 Bylaw 305/21 *McMullen:* That Bylaw No. 305/21 be read a second time.
CARRIED
- 21-140 Bylaw 305/21 *Moffatt:* That Bylaw No. 305/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY
- 21-141 Bylaw 305/21 *Hanson:* That Bylaw No. 305/21 being a bylaw to provide for the enactment of a fire advisory or fire ban be read a third time and adopted.
CARRIED
- 21-142 RM land Lot 7 *McCorriston:* That the municipality accept the offer to purchase Lot 7 in the East Point Industrial subdivision for \$36,500.00. Construction to occur on a building within two years to receive tax exemption for economic development as per policy. If three years to construct then no tax exemption will be granted.
CARRIED
- 21-143 Welwyn Hall *Hamilton:* That the municipality to contract the services of Vern Stein to clean, repair and paint the exterior stucco walls of the Welwyn Hall.
CARRIED
- 21-144 Grid 709 *Doll:* That the administrator be instructed to contact four (4) Paving companies to obtain quotes for the application of a 2" compacted lift of Type 3 (Ministry of Highways-SK) asphalt for application to the two (2) miles of the Grid 709-west. (N-17 & 18-13-31-W1)
CARRIED
- 21-145 Bylaw No. 306/21 *McAuley:* That Bylaw No. 306/21 being a bylaw to regulate the proceedings of municipal council and council's committees be introduced and read for a first time.
CARRIED
- 21-146 Bylaw 306/21 *Doll:* That Bylaw No. 306/21 be read a second time.
CARRIED




- 21-147 Bylaw 306/21 *Hanson:* That Bylaw No. 306/21 receive three readings at this meeting.
CARRIED UNANIMOUSLY
- 21-148 Bylaw 306/21 *McMullen:* That Bylaw No. 306/21 being a bylaw to regulate the proceedings of municipal council and council's committees be read a third time and adopted.
CARRIED
- 21-149 Tax Arrears *Hanson:* That the tax arrears listing be acknowledged as presented and that the listing be advertised in the World Spectator.
CARRIED
- 21-150 Backhoe Tires *Moffatt:* That the municipality proceed with the estimate received from OK Tire for the purchase and replacement of the rear tires on the Backhoe.
CARRIED
- 21-151 Highway 8 *Hanson:* That the municipality agree to the mowing of Highway 8 for the mowing season of 2021.
CARRIED
- 21-152 A/R *Doll:* That the administrator be instructed to write off and transfer amounts owing on AR accounts.
GER001 – Write off- uncollectible \$6.37
HUB001- transfer to taxes \$31.54
CARRIED
- 21-153 Dev. Permit 2021-02 *Moffatt:* That the municipality approve the issuance of Development Permit 2021-02 for the construction of a steel barn 110 x 40 on SE-36-15-30-W1. This is a permitted use under Section 5.1 of the Zoning Bylaw.
CARRIED
- 21-154 Adjournment *McCorriston:* That this meeting be adjourned at 2:45 pm.
CARRIED

Adopted this **10th** day of August , **2021**.



David Moffatt, Reeve



Kendra L. Lawrence, CAO

BYLAW NO. 298 / 21

RURAL MUNICIPALITY OF MOOSOMIN NO.121

A BYLAW TO PROVIDE FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS

The Council of the Rural Municipality of Moosomin No 121 in the Province of Saskatchewan enacts as follows:

Short Title

1. This Bylaw may be cited as the "Administration Bylaw".

PART I PURPOSE AND DEFINITIONS

Purpose and Scope

2. The purpose of this Bylaw is to establish:
 - (a) the powers, duties and functions of municipal officials and/or employees of the municipality; and
 - (b) who may sign specified municipal documents on behalf of the municipality; and
 - (c) the position of Administrator, Assistant Administrator, Treasurer or any other municipal position that Council considers necessary.

Definitions

3. In this Bylaw:
 - (a) "Act" means *The Municipalities Act*;
 - (b) "Municipality" means the Rural Municipality of Moosomin No 121;
 - (c) "Administrator" means the Administrator of the Rural Municipality of Moosomin No 121 appointed pursuant to Section 110 of *The Municipalities Act*;

PART II ADMINISTRATOR

Establishment of Position

4. The position of Administrator is established pursuant to Section 110 of the Act.
 - (a) Council shall by resolution appoint an individual to the position of Administrator.
 - (b) Council shall establish the terms and conditions of employment of the Administrator.
 - (c) The Administrator shall be the Chief Administrative Officer of the Municipality.
 - (d) Any person appointed to the position of Administrator must be qualified as required by *The Rural Municipal Administrators Act*.

Assignment of Responsibility

5. The Administrator shall perform the duties and exercise the powers and functions that are assigned by *The Municipalities Act*, any other acts, this bylaw, or any other bylaw or resolution of council.

Duties of the Administrator – *The Municipalities Act*

6. Without limiting the generality of Section 5 of this Bylaw, the Administrator shall:
 - (a) Take charge of and safely keep all books, documents and records of the municipality that are committed to his or her charge;
 - (b) Produce, when called for by the Council, Auditor, Minister or other competent authority, all books, vouchers, papers and moneys belonging to the municipality;
 - (c) On ceasing to hold office, deliver all books, vouchers, papers and moneys belonging to the Municipality to their successor in office or to any other person that the Council may designate;
 - (d) Ensure all minutes of Council Meetings are recorded;
 - (e) Record the names of all Council members present at Council Meetings;
 - (f) Ensure the minutes of each Council Meeting are given to the Council for approval at the next regular Council Meeting;
 - (g) Ensure the safe keeping of the corporate seal, bylaws, minutes, funds, securities and any other records or documents of the Municipality;

- (h) Advise the Council of its legislative responsibilities pursuant to *The Municipalities Act* or any other act;
- (i) Provide the Minister with any statements, reports or other information that may be required by *The Municipalities Act* or any other act;
- (j) Ensure that the official correspondence of Council is carried out in accordance with Council's directions;
- (k) Maintain an indexed register containing certified copies of all Bylaws of the Municipality;
- (l) Deposit cash collections that have accumulated to \$10,000 at least once a month, but not more than once a day, in the bank or credit union designated by Council;
- (m) Disburse the funds of the Municipality in the manner and to those directed by law or by the Bylaws or resolutions of Council;
- (n) Maintain an accurate account of assets and liabilities and all transactions affecting the financial position of the Municipality in accordance with generally accepted accounting principles;
- (o) Ensure that the financial statements and information requested by resolution are submitted to Council;
- (p) Complete a financial statement for the preceding financial year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Chartered Professional Accountants of Canada by June 15 of each year;
- (q) Witness any oaths or affirmations required pursuant to *The Municipalities Act*;
- (r) Send copies of Bylaws for closing roads and closing and leasing roads to the Minister of Highways;
- (s) Bring to Council's attention any resignation(s) of elected officials;
- (t) Record each abstention in the meeting minutes that may occur at the time of voting;
- (u) At the first meeting in January of each year, provide all bond or equivalent insurance of employees to Council;
- (v) Sign Minutes of Council and Committee meetings;
- (w) Sign Bylaws;
- (x) Sign cheques and other negotiable instruments;
- (y) Provide copies of public documents upon request or payment of fee;
- (z) Provide notice of first meeting of Council;
- (aa) Call a Special Meeting when lawfully requested to do so;
- (bb) Determine the sufficiency of a petition for a public meeting of voters;
- (cc) Determine the sufficiency of a petition for a referendum;
- (dd) Note any change reported on a Council member's annual declaration to the member's Public Disclosure Statement, including the date that change was noted;
- (ee) Make each Public Disclosure Statement and declaration available for public inspection during regular business hours;
- (ff) Provide copies of Public Disclosure Statements to any designated officials when directed to do so by Council;
- (gg) Record in the minutes every declaration of conflict of interest, including the general nature and material details of the disclosure and any abstention or withdrawal;
- (hh) Provide information to the Auditor;
- (ii) Send amended tax notices when required and make necessary adjustments to the tax roll;
- (jj) Provide for payment of writ of execution against the Municipality; and
- (kk) Produce certain records upon request of inspector appointed by the Minister.

Additional Duties of the Administrator

7. The administrator shall:

- (a) Act as the Returning Officer for all elections under *The Local Government Election Act, 2015*;
- (b) Ensure that public notice is given as required in the Act, any other act, and/or as required by Council in this Bylaw, any other bylaw or resolution;
- (c) Ensure the policies and programs of the Municipality are implemented, maintained and enforced;
- (d) Advise, inform and make recommendations to Council on the:
 - i. Operations and affairs of the Municipality;
 - ii. Policies and programs of the Municipality; and
 - iii. The financial position of the Municipality;

- (e) Supervise all operations of the Municipality, ensuring appropriate internal controls are in place and followed;
- (f) Be responsible for the preparation and submission of the annual budget;
- (g) Monitor and control spending within the budget established by Council;
- (h) Make routine expenditures until the annual budget is adopted by Council;
- (i) Call for tenders;
- (j) Purchase goods, services or work;
- (k) Award contracts;
- (l) Conduct negotiations for land purchases, annexations, etc;
- (m) Attend meetings of Council and other meetings as Council directs;
- (n) Give written notice for the unpaid license fees of a building contractor;
- (o) Enter a building for the purpose of providing a public utility service;
- (p) Sign the securities register;
- (q) Maintain the debenture register and other duties relating to debenture transactions;
- (r) Certify the date on which tax notices are sent;
- (s) Prepare and amend tax notices when required;
- (t) Provide receipt for tax payment on request of taxpayer or agent;
- (u) Apply partial payments on arrears first and if undesignated determine to which taxable property or properties a payment(s) is to be applied;
- (v) Remove a tax lien if all arrears are compromised, abated or paid;
- (w) Issue Tax Certificates;
- (x) Certify a true copy of the proof of taxes payable;
- (y) Transfer special assessment to the tax roll;
- (z) Collect amusement tax.

PART III OTHER POSITIONS

Acting Administrator

8. Establishment of Position

If the Administrator is unable to act for any reason, Council will appoint a person within 30 days to fill the position of Administrator in an acting capacity. This appointment will be for a period of no longer than three (3) months. Should Council require to extend the appointment of the Acting Administrator beyond three (3) months, they will obtain permission from the Board of Examiners.

9. Duties

The Acting Administrator shall have all the powers and duties of the Administrator while acting in the capacity of the Administrator.

Other Municipal Employees

10. Establishment of Positions

The Administrator, along with Council, will hire and/or fire employees necessary for the operations of the Municipality, subject to the approved municipal budget.

11. Duties

The Administrator, will determine the job description and list of duties for each position established. Council and/or council committees may provide suggestions regarding municipal operations and duties to the Administrator.

PART IV DELEGATION OF AUTHORITY

- 12.** Council hereby authorizes the Administrator to delegate any of its powers, duties or functions to another employee.

PART V MUNICIPAL DOCUMENTS

Signing Agreements

- 13.** The Reeve and the Administrator shall sign all agreements to which the Municipality is party. In the absence of the Reeve the Deputy Reeve shall sign. In the absence of the Administrator, the Assistant Administrator shall sign.

Cheques and Negotiable Instruments

14. The Administrator, or if the Administrator is unavailable, the Administrator's designate, AND the Reeve, or if the Reeve is unavailable, the Deputy Reeve, shall sign all cheques on the behalf of the municipality.

PART VI DESIGNATED OFFICERS

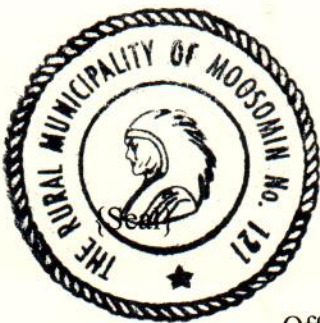
15. Other Designated Officers

- (a) The Foreman is designated to temporarily close a road/street.
- (b) The Administrator shall be designated the Bylaw Enforcement Officer.
 - i) The Bylaw Enforcement Officer is designated to be responsible for seizure of goods if a distress warrant has been issued;
 - ii) The Bylaw Enforcement Officer is designated to inspect, remedy or enforce any Bylaw or *The Municipalities Act*;
 - iii) The Bylaw Enforcement Officer is designated to enter and search a premise for dangerous animals under consent of the owner or occupant, or where a warrant authorizing entry has been issued.

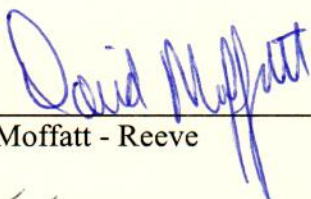
PART VII COMING INTO FORCE

16. This bylaw shall come into effect on the day of its final passing.


17. Bylaw 200/05 is hereby repealed.



Officer




David Moffatt - Reeve



Kendra Lawrence – Chief Administrative

Read a third time and adopted
this 13th day of July, 2021.



Administrator Signature

BYLAW NO. 299 / 21

RURAL MUNICIPALITY OF MOOSOMIN NO. 121

A BYLAW TO ESTABLISH A CODE OF ETHICS FOR COUNCIL MEMBERS

PART I

GENERAL

Short Title

1. This bylaw may be cited as the "Code of Ethics Bylaw".

Preamble

2. The members of council of the Rural Municipality of Moosomin No. 121 recognize that their actions have an impact on the lives of all residents and property owners in the community. Fulfilling their obligations and discharging their duties responsibly requires a commitment to the highest ethical standards.

The members of council recognize that the quality of the public administration and governance of the Rural Municipality of Moosomin No. 121, as well as the reputation and integrity, depends on their conduct as elected officials.

Purpose and Interpretation

3. The purpose of this bylaw is to outline basic ethical standards and values for members of council. It is to be used to guide members of council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials. It also explains the procedure for filing a complaint, investigating a complaint, and enforcing these standards and values.

This bylaw is to be interpreted in accordance with the legislation applicable to the Rural Municipality of Moosomin No.121, the common law and the policies and bylaws of the Rural Municipality of Moosomin No.121.

Neither the law nor this bylaw is to be interpreted as exhaustive. There will be occasions which council will need to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government. It is the responsibility of each member of council to uphold the standards and values set out in this bylaw.

Definitions

4. In this bylaw:

- a) **Act:** means *The Municipalities Act*
- b) **Complainant:** means an individual/organization/municipal employee/member of council.
- c) **Designated Officer:** means a person designated by council or a person to whom power or authority is delegated by the administrator or, in the absence of a designation by council, the administrator.
- d) **Members of Council:** means the council of the Rural Municipality of Moosomin No. 121, and includes the reeve and each councillor.



PART II

STANDARDS AND VALUES

5. Members of council must uphold the following standards and values:

- a) Honesty
 - i. Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.
- b) Objectivity
 - i. Members of council shall make decisions carefully, fairly and impartially.
- c) Respect
 - i. Members of council shall treat every person, including other members of council, municipal employees and the public, with dignity, understanding and respect;
 - ii. Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council;
 - iii. Members of council shall not use derogatory language towards others;
 - iv. Members of council shall treat people with courtesy; and
 - v. Members of council shall recognize the importance of the different roles others play in local government decision making.
- d) Transparency and Accountability
 - i. Members of council shall endeavour to conduct and convey council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in a closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions; and
 - ii. Members of council are responsible for the decisions they make. This responsibility includes acts of commission and acts of omission.
- e) Confidentiality
 - i. Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by council to do so; and
 - ii. Members of council shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with
The Local Authority Freedom of Information and Protection of Privacy Act in their capacity as members of council of a local authority.
- f) Leadership and the Public Interest
 - i. Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the Rural Municipality of Moosomin No.121;
 - ii. Members of council shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government;
 - iii. Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct; and
 - iv. Members of council shall not accept a gift or personal benefit greater than \$ 250.00 that is connected directly or indirectly with the performance of their duties.
- g) Responsibility
 - i. Members of council shall act responsibly and in accordance with the Acts of Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*;
 - ii. Members of council shall disclose actual or potential conflicts of interest, either financial or otherwise, related to their responsibilities as members of council, following the policies and procedures of the Rural Municipality of



- Moosomin No.121, and exercising all conferred powers strictly for the purpose for which the powers have been conferred; and
- iii. Members of council are individually responsible for preventing potential and actual conflicts of interest.

PART III

COMPLAINT PROCESS

Informal Complaint Process

6. Any person who has witnessed or believes that a member of council has contravened the bylaw may advise the member that they are in contravention of this bylaw and encourage the member to stop.

Formal Complaint Process

7. To report an alleged contravention of the bylaw, the complainant shall submit the Complaint Form found in Schedule A, personally or by sending the form directly to the designated officer by mail, email, fax or courier.
8. As soon as possible after receiving the complaint, the designated officer will issue the Receipt of Complaint form, found in Schedule B, to the complainant, personally or by sending the form by mail, email, fax or courier.
9. Within 30 days of issuing the Receipt of Complaint, the designated officer will review the complaint to ensure the following:
 - a) The complaint meets the scope of the code of ethics bylaw; and
 - b) The complaint form is filled out completely and in detail.
10. After review of the complaint, the designated officer shall within 5 days notify:
 - a) The complainant in writing that the complaint does not meet the scope of this bylaw or that the complaint form is not filled out completely. If applicable, the designated officer will direct the complainant to another process for addressing the complaint; or
 - b) The complainant in writing that the complaint meets the requirements of this bylaw; and
 - c) The alleged council member(s) in writing that a complaint has been filed pursuant to this bylaw.
11. The designated officer shall inform all parties of the following:
 - a) Who will be investigating the complaint;
 - b) The investigation process;
 - c) When the investigation will be initiated; and
 - d) How the investigation's findings will be communicated.
12. At the next council meeting, upon being informed by the designated officer, council will acknowledge by resolution that a code of ethics complaint has been filed and will initiate the investigation process

Investigation - Council is the Investigator

13. Council shall establish a committee to investigate, report and to make recommendations based on the findings of the complaint to council. This will be a third party.
14. The council member(s) who the complaint is made against shall not participate in conducting the investigation.
15. If the complainant is a council member, that council member shall not participate in conducting the investigation.
16. The investigation shall be done in a confidential, objective and impartial way.
17. The investigation must, as is reasonably possible, protect the names of all parties involved.
18. The investigative committee shall review the complaint and clarify any information with the complainant, if required.

19. The investigative committee shall serve a copy of the complaint and supporting documents to the alleged council member(s) and request a written response to the claim within 7 days of receiving complaint.
20. If the alleged council member(s) provide a written response, that response is to be provided to the complainant with a request for a written response within 7 days.
21. The investigation committee must verify the information provided from all parties, which may include speaking to anyone relevant to the complaint.
22. The investigation committee must determine what section(s), if any, of this bylaw was contravened.
23. When the investigative committee is satisfied that all the relevant information has been provided, they will prepare a written report summarizing the allegations, the findings and their recommendation as to whether or not the complaint is substantiated.
24. The complainant and alleged council member(s) shall be provided a copy of the written report.
25. The investigating committee will provide the report to council in a closed meeting.
26. The council member(s) who the complaint is made against shall not participate in the closed meeting.
27. If the complainant is a council member, that council member shall not participate in the closed meeting.
28. If council is satisfied with the report from the investigation committee, in an open meeting, council shall pass a resolution stating that the complaint is either unsubstantiated or substantiated.
29. If the complaint is unsubstantiated, it is deemed dismissed and council shall notify all parties involved of the following:
 - a) The reasons the complaint is dismissed; and
 - b) The ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.
30. If the complaint is substantiated, council shall provide all parties involved the following:
 - a) The reasons for the substantiation;
 - b) What remedial action(s), if any, will be imposed as per section 31; and
 - c) Information about the ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.

Remedial Action

31. The remedial action(s) imposed should be corrective and progressive and have a realistic time frame for completion. Council should take into consideration the nature and severity of the violation as well as whether the council member(s) has previously violated this bylaw.
32. The remedial action(s) imposed by council shall be decided by resolution, at a meeting open to the public. The remedial action may include, but is not limited to:
 - An apology, either written and/or verbal, by the member of council to the impacted individual(s), council and/or the general public.
 - Educational training on ethical and respectful conduct.
 - Repayment of moneys/gifts received.
 - Removal of the member from council committees and/or bodies.
 - Dismissal of the member from a position of chairperson of a committee.
 - Reduction in remuneration and/or benefits and/or expenses.
33. Failure to comply with the course(s) of action set out by council may lead to further remedial action and possibly to suspension.

Dispute Resolution

34. If council believes it to be desirable, council may offer the parties to a complaint an opportunity to mediate the complaint.
35. Mediation must be agreed upon by all parties.
36. Mediation shall be handled by a neutral third-party who has experience in the mediation process.

37. Mediation shall be confidential.

PART IV

MISCELLANEOUS

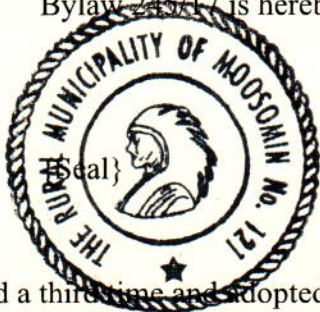
38. This bylaw shall also apply to members of committees, boards, controlled corporations and other bodies established by council who are not members of council.

PART V


COMING INTO FORCE

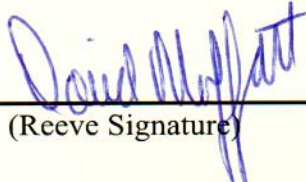
39. This bylaw shall come into effect on the day of its final passing.


40. Bylaw 245/17 is hereby repealed.



Read a third time and adopted
this 13th day of July, 2021


(Administrator Signature)


(Reeve Signature)


(Administrator Signature)

**Schedule A
Complaint Form**

Complainant Name: _____ (Print
name)

Complainant Address: _____ (Mailing
address)

Complainant Phone Number(s): _____

Complainant Email: _____

I have reasonable and probable grounds to believe that council member(s):
_____ (List name(s) of council member(s) whom the complaint is
against)

has (have) contravened the Code of Ethics Bylaw by reason(s) of the following:

1. Insert date(s), time and location of conduct

2. Include the sections of the Code of Ethics Bylaw that have been contravened

3. Provide the particulars and names of all persons involved and of all witnesses

4. Provide contact information for all people

5. Number of exhibits attached (if applicable): _____

6. If more space is required, please attach additional pages if needed.

I declare that the information given by me with respect to the above statements is true in all respects. I understand that signing a false affidavit may expose me to prosecution under the Criminal Code of Canada.

Dated this _____ day of _____, 20 _____.

(Signature of Complainant)

For Office Use Only	
_____ (Date received)	_____ (Reference number)
_____ (Signature of _____ (i.e. Designated Officer, Administrator, City Clerk, or other applicable position pursuant to subsection 4 of bylaw)	

Schedule B
Receipt of Complaint

I acknowledge that I have received a completed Complaint Form as prescribed in the Code of Ethics Bylaw, Schedule A from

_____, dated on the _____.
(Name of complainant) (Date the complainant signed)

Dated at _____, on _____.
(Location) (Date of issuing the Receipt of Complaint)

(Signature of Designated Officer)

BYLAW NO. 300 / 21

RURAL MUNICIPALITY OF MOOSOMIN NO 121


A BYLAW TO ESTABLISH PENALTIES FOR CONTRAVENTION OF BYLAWS

The Council of the Rural Municipality of Moosomin No 121, in the Province of Saskatchewan enacts as follows:

1. This bylaw may be referred to as the "General Penalty Bylaw";
2. "Municipality" means the Rural Municipality of Moosomin No 121;
3. Section 4 shall apply only with respect to an infraction of a bylaw of the Municipality for which no other penalty is provided;
4. Every person who contravenes any provision of any bylaw of the Municipality is guilty of an offence and is liable on summary conviction:
 - a) In the case of an individual, to a fine not exceeding \$10,000, and in the case of continuing offence, to a further fine not exceeding \$2,500 for each day which the offence continues; and
 - b) In the case of a corporation, to a fine not exceeding \$25,000 and, in the case of a continuing offence, to a further fine not exceeding \$2,500 for each day during which the offence continues.
5. Bylaw No 152 is hereby repealed.





David Moffatt - Reeve


Kendra Lawrence – Chief Administrative Officer

Read a third time and adopted

this 13th day of July, 2021


Chief Administrative Officer

BYLAW NO. 302/21

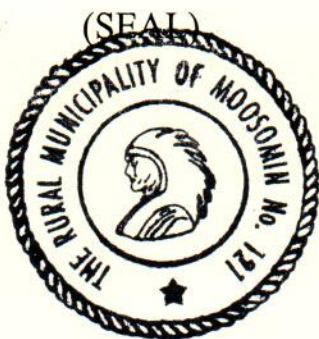
RURAL MUNICIPALITY OF MOOSOMIN NO. 121

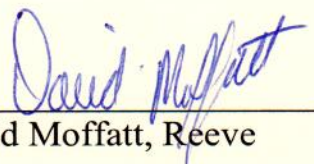
A BYLAW TO REPEAL THE FOLLOWING BYLAWS

The council of the Rural Municipality of Moosomin No. 121, in the Province of Saskatchewan, enacts as follows:

That the following bylaws be repealed:

Bylaw No. 138	Control of Grasshoppers- <i>controlled by the Pest Control Act</i>
Bylaw No. 140	Plumbing Materials – <i>controlled by the National building Code</i>
Bylaw No. 141	Insurance- SARM liability- <i>letter from SARM – that the bylaw is no longer required.</i>
Bylaw No. 157/92	Establish and operate of a Regional Library- <i>no longer required as legislation now has provisions of such.</i>
Bylaw No. 206/07	Capital Trust Fund- <i>legislation no longer requires a bylaw for reserve establishment</i>
Bylaw No. 217/10	Municipal Airport Authority Bylaw No. 217/10- <i>board no longer functions as per agreement and additional municipalities have come on board.</i>
Bylaw No. 230/13	Road Closure Bylaw No. 230/13- <i>transfer of ownership/title transfer is complete</i>
Bylaw No. 270/18	Lease of Grader (160M)- <i>lease ended</i>
Bylaw No. 279/19	Repealing Bylaw- <i>may not have two repealing bylaws</i>
Bylaw No. 285/19	District Board of Revision- <i>have to utilize a company for dealing with assessment and development appeals</i>
Bylaw No. 289/19	Economic Tax Exemption- <i>expired</i>
Bylaw No. 290/19	Economic Tax Exemption- <i>expired</i>




David Moffatt, Reeve


Kendra Lawrence, CAO

Read a third time and adopted
this 13th day of July, 2021



BYLAW NO. 303 / 21

RURAL MUNICIPALITY OF MOOSOMIN NO 121

A BYLAW TO PROVIDE FOR RESTRICTING THE OPERATION OF CERTAIN VEHICLES ON ROADS

The Council of the Rural Municipality of Moosomin No 121 in the Province of Saskatchewan enacts as follows:


This bylaw shall be referred to as the "Road Restrictions Bylaw".


1. In this bylaw:
 - a) "Administrator" shall mean the Chief Administrative Officer of the Municipality;
 - b) "Council" shall mean the Council of the Municipality;
 - c) "Municipality" shall mean the Rural Municipality of Moosomin No 121
 - d) "Order" means an order issued by the Road Committee;
 - e) "Committee" means a Road Committee established in accordance with Section 81 of *The Municipalities Act* for the purpose of issuing orders.
2. Council may, by resolution, establish a Road Committee for the purpose of issuing orders in accordance with *The Municipalities Regulations* Part III.
3. The Road Committee shall consist of three (3) members of Council who shall be appointed after each Municipal election until the first meeting of Council following the next Municipal election.
3. The Road Committee may issue an order only if, due to inclement weather or unfavorable road conditions, the use of the road in the manner prohibited by the order would, in the opinion of the Road Committee reasonably be expected to result in:
 - a) damage to the road; or
 - b) a high risk of property damage or personal injury to the public.
4. An order established pursuant to this bylaw may include provisions to:
 - prohibit the operation of certain vehicles on specified roads and bridges.
 - restrict the gross weight of vehicles on specified roads and bridges or portions thereof.
5. Subject to the provisions of *The Highways and Transportation Act*, this Bylaw shall provide the Road Committee with the authority on behalf of the Municipality to opt in or out of the Provincial Road Bans.
6. An order issued under this bylaw must:
 - a) be signed by the members of the Road Committee;
 - b) state the date on which it is signed and the date on which it takes effect; and
 - c) be filed with the Administrator
7. Upon receipt of the order the Administrator shall:
 - a) promptly notify the permit officer with the Ministry of Highways and Infrastructure of the issuance or cancellation of any order; and
 - b) present a copy of the order at the next meeting of Council and record so in the minutes.
8. Notice of the order shall be posted at the Municipal Office.
9. Any order issued pursuant to this Bylaw shall be in the form of Schedule "A".
10. An order issued pursuant to this Bylaw shall remain in effect until cancellation of the order by the Road Committee and all notices posted in accordance with this Bylaw have been removed.

11. Any person guilty of any infraction to any of the provisions of this Bylaw shall upon summary conviction, be liable to a fine as per the General Penalty Bylaw.


12. Bylaw # 133 and Bylaw # 143 is hereby rescinded.




David Moffatt - Reeve


Kendra Lawrence – Chief Administrative Officer

Read a third time and adopted
this 13th day of July, 2021


Administrator

Schedule "A"

**RURAL MUNICIPALITY OF MOOSOMIN NO 121
ROAD RESTRICTIONS**

First Order *(number the orders in appropriate sequence)*

IN ACCORDANCE with Bylaw No. 303 /21 of the ***Rural Municipality of Moosomin No 121*** and with *The Municipalities Regulations*:

Notice is hereby given that effective 12 o'clock midnight, _____, _____, *and*
_____, _____, _____
(day) (month) (year)
and until further notice the following public roadways shall:

- *List all affected roads and the weight restrictions*

Anyone contravening this order shall be subject to a fine in the amount of:

- *As per the fines set out in the bylaw*

DATED AT _____, Saskatchewan this

_____, _____, _____
(day) (month) (year)

ROAD COMMITTEE:

Committee Member

Committee Member

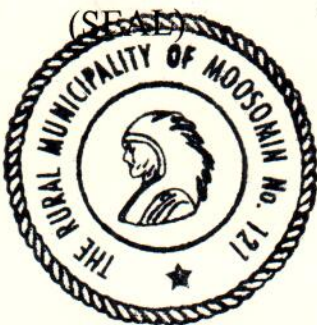
BYLAW NO. 304/21

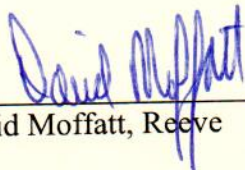
RURAL MUNICIPALITY OF MOOSOMIN NO. 121

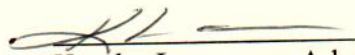
A BYLAW TO PROVIDE FOR THE ENTERING INTO AN AGREEMENT WITH THE RM OF ROCANVILLE NO. 151 FOR THE PROVISION OF FIRE PROTECTION SERVICES

The council of the Rural Municipality of Moosomin No. 121, in the Province of Saskatchewan, enacts as follows:

1. The Council of the Rural Municipality of Moosomin No. 121 is hereby authorized to enter into an agreement with the Council of the Rural Municipality of Rocanville No. 151, the terms of which are attached and marked Exhibit "A" for the purpose of providing fire protection services to be used throughout the northern three miles of Division 5 & 6.
2. The Reeve and the Administrator of the Rural Municipality of Moosomin No. 121 are hereby authorized to sign and execute an agreement, the terms of which are set out in Exhibit "A".
3. That Bylaw No.262/17 is hereby repealed.




David Moffatt, Reeve


Kendra Lawrence, Administrator

Read a third time and adopted
this 13th day of July, 2021


Administrator

This is Exhibit "A" referred to in Bylaw No. 304/21

MEMORANDUM OF AGREEMENT MADE THIS 01 DAY OF May, 2021.

Between: The Rural Municipality of Moosomin No. 121 of the Province of
Saskatchewan,

And

The Rural Municipality of Rocanville No. 151, of the Province of
Saskatchewan,

This Indenture Witnessed as follows:

1. That the Rural Municipality of Rocanville No. 151, agrees to provide fire protection services throughout the said fire coverage Territorial Limits, which covers the northern three (3) miles of Division 5 and 6.
2. That the Rural Municipality of Rocanville No. 151 will charge the Rural Municipality of Moosomin No. 121, a fee for service, for each fire attended by the Rocanville Fire Department in the Territorial limits fire coverage. The Fee shall be five hundred & fifty (\$550.00) dollars for the first hour, plus three hundred and fifty (\$350.00) dollars for each hour thereafter.
3. Fire calls within the fire coverage territorial limits, of the Rural Municipality of Moosomin No. 121, the Rocanville Fire Department shall have precedence over calls received from the 911 System.
4. Notwithstanding anything to the contrary in this agreement, the Rocanville Fire Department, or it's Municipal Government creators shall under no circumstances be liable for any damages or injury for failing to respond to any call or for delay in responding to any call or as a result of the failure of the equipment to attend to the incident scene if the circumstances are beyond our control. Each party agrees to remise and release the other party in respect of damage to or loss of property and in respect of personal injury (including death) occurring in the course of requesting or providing assistance under this agreement, and each expressly waives any right or cause of action in respect of such loss or injury as against the other party, whomsoever arising.
5. Other than for breach of the written agreement, no action or other proceeding lies or shall be instituted against the Rocanville Fire Department or it's municipal government creator or a person assisting in firefighting for any loss or damage suffered by reason of anything in good faith done, caused, permitted or authorized to be done, attempted to be done or admitted to be done, by any of them, in the course of firefighting under the within agreement.
6. The Rocanville Fire Chief or Deputy Fire Chief shall have absolute discretion as to the number of men and type of equipment to be utilized on calls within the Rural Municipality of Moosomin No. 121 Territorial limits fire coverage.
7. The parties to this agreement agree that the sponsoring government agencies and the Rocanville Fire Department will provide fire protection services within the boundaries of the fire coverage territorial limits, for a fee of the Rural Municipality of Rocanville No.151, previous years financial audited statement, under Fire Protection, which is prorated to the RM of Moosomin No. 121 coverage, as per attached map, Exhibit "C".
8. It is understood and agreed that this agreement shall be continuous but the agreement may be terminated by either party to the agreement, giving 90 days' notice in writing.
9. This Agreement shall be reviewed every five (5) years to ensure all parties' fees and contributions meet the operating needs of the Rocanville Fire Department.



RURAL MUNICIPALITY OF MOOSOMIN NO. 121

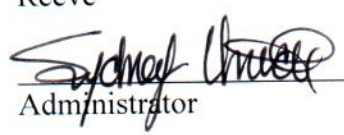

Reeve


Administrator

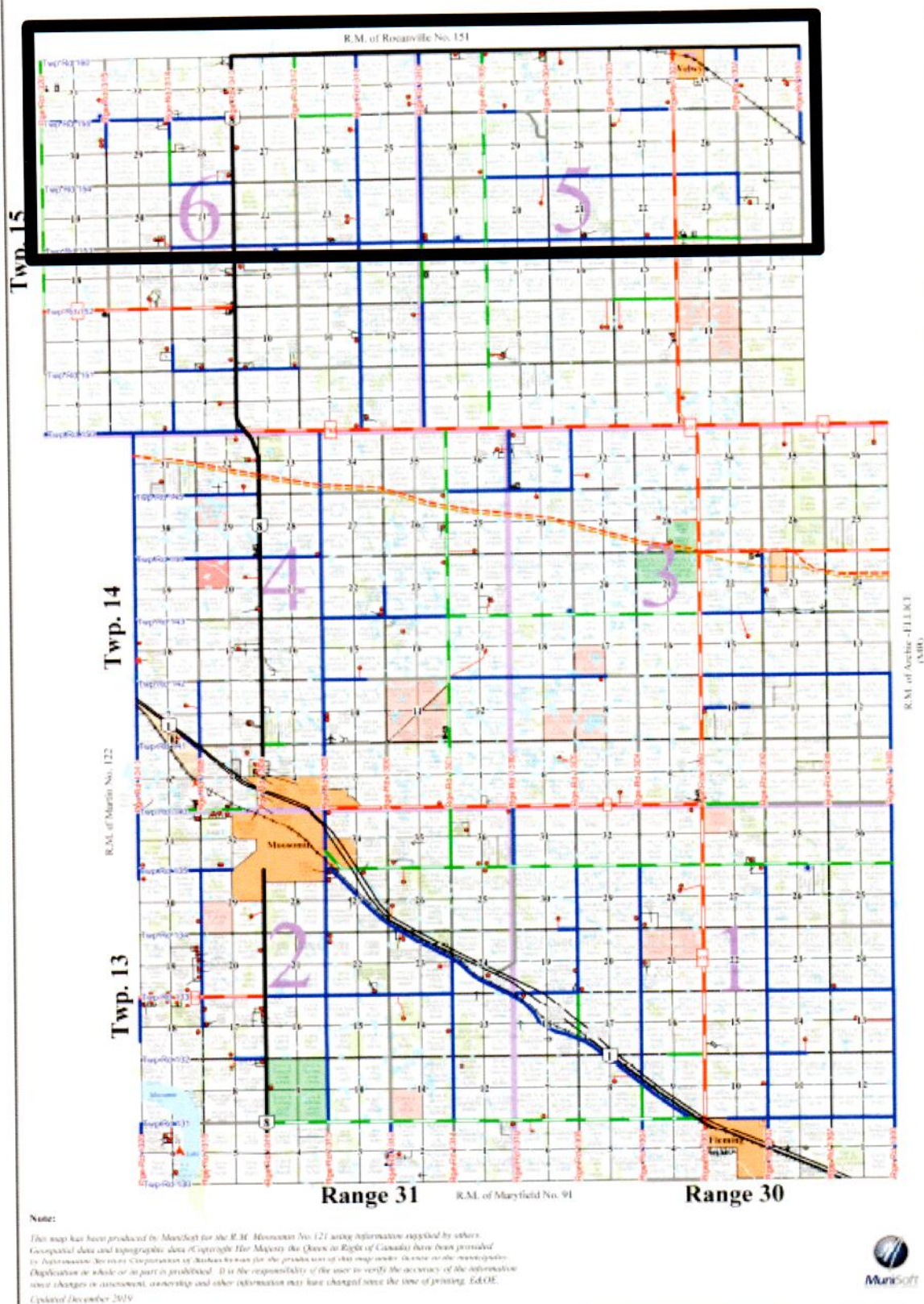


RURAL MUNICIPALITY OF ROCANVILLE NO. 151


Reeve


Administrator

RURAL MUNICIPALITY OF MOOSOMIN NO. 121
WEST OF 1ST MERIDIAN



BYLAW NO. 305 /21

RURAL MUNICIPALITY OF MOOSOMIN NO. 121

A BYLAW TO ENACT A FIRE ADVISORY OR FIRE BAN

The council of the Rural Municipality of Moosomin No 121, in the Province of Saskatchewan, enacts as follows:

A BYLAW of the RM of Moosomin No 121 to establish a process for implementing a Fire Advisory or Fire Ban within the Municipality.

WHEREAS Section 8(1)(b) of *The Municipalities Act* provides that Council may pass bylaws for the safety, health and welfare of people and the protection of people and property;

AND WHEREAS the RM of Moosomin No 121 pursuant to the powers granted to it under *The Municipalities Act*, wishes to provide for the banning of fires within the RM of Moosomin for the health, safety and welfare of the people and protection of the people and property from damage or destruction by fire on the terms hereinafter provided:

NOW THEREFORE, the RM of Moosomin No 121 enacts as follows:

1. This Bylaw may be cited as the "Fire Ban Bylaw";
2. The preamble forms part of the Bylaw;
3. In this Bylaw:
 - 3.1 "Administrator" shall mean the Chief Administrative Officer of the RM of Moosomin No 121;
 - 3.2 "Council" shall mean the Council of the RM of Moosomin No 121;
 - 3.3 "Municipality" shall mean the RM of Moosomin No 121;
 - 3.4 "Reeve" shall mean the Reeve of the RM of Moosomin No 121;
 - 3.5 "Fire Chief" shall mean the head of a Volunteer Fire Department;
 - 3.6 "Fire Protection Committee" shall mean the Fire Protection Committee of the RM of Moosomin No 121 of which members will be appointed every second November following the general municipal election;
 - 3.7 "Violation Ticket" shall mean a ticket issued for an offense committed against any provision of this Bylaw.
4. Notwithstanding the provision in any other Bylaw the Fire Protection Committee may, upon receiving input from the Fire Chief of the Moosomin Volunteer Fire Department and/or the Fire Chief of the Rocanville Volunteer Fire Department, the Fire Committee may declare a Fire Advisory or Fire Ban as follows:
 - 4.1 **Fire Advisory** – Open burning in the Municipality is not recommended due to dry conditions. It is recommended Agriculture and Industrial operations have water tanks filled and at their disposal at all times. Ratepayers will be advised to use extreme caution when burning or using fireworks and have a plan to extinguish a fire to prevent wildfires.
 - 4.2 **Fire Bans – 3 Types**
 - (a) **Partial Ban #1** – Open burning in the Municipality is not recommended due to dry conditions. No fireworks are permitted. Crop residue and sloughs are permitted to be burned as long as the conditions 1 - 7 are followed. Agriculture and Industrial operations **must** have equipment, such as tillage, disks, tractors or loaders and any hand held equipment such as shovel, rake, blower, etc at their disposal at all times while burning. Use of CSA and UL approved appliances is permitted (Incinerators, Liquid Fuel Barbecues, Camp Stoves). Burning barrels with screens under constant supervision are permitted. Campfires in approved containers as per Schedule A are permitted.
 1. Fires must be under constant supervision by an adult;



2. Enclosed fire pits or barbecues must be covered with a metal screen having openings no greater than $\frac{1}{2}$ " and must cover the entire opening. Logs or other fuel source must be fully contained within the enclosure. Embers and ash must be prevented from escaping the enclosure;
 3. The fire pit/barbecue must be a distance of at least 20 inches from any grass and 10 feet from any combustible structure or item;
 4. Be prepared and have a plan to extinguish a fire should it escape from the fire pit/barbecue;
 5. Fires and embers must be extinguished completely when not under constant supervision;
 6. For crop residue and sloughs there shall be a perimeter/fire guard in place of at least 100 feet around the area to be burned.
 7. Absolutely no burning in wind speeds above 10 km/hour.
 - (b) **Partial Ban #2** – No fires or fireworks. Use of CSA and UL approved appliances is permitted (Incinerators, Liquid Fuel Barbecues, Camp Stoves). Burning barrels with screens under constant supervision are permitted. Campfires in approved containers as per Schedule A are permitted.
 - (c) **Complete Ban** – No open burning, fireworks, burning barrels or fire pits/campfires. Use of CSA and UL approved appliances is permitted (Incinerators, Liquid Fuel Barbecues, Camp Stoves).
5. When determining whether to declare a Fire Advisory or Fire Ban within the RM of Moosomin No 121, consideration shall be given to any or all of the following factors:
- (a) Levels of recent precipitation;
 - (b) Future weather forecasts;
 - (c) Water shortages and/or restrictions;
 - (d) Availability of fire crews, equipment and apparatus;
 - (e) The overall fire danger including fire load and level of ground fuels;
 - (f) The amount of or increase in recent outside fires; and
 - (g) Recommendation of the Fire Chief(s)
 - (h) Government of Saskatchewan's Daily Fire Danger Map
6. Once a fire ban is implemented, if a fire is burning the Municipality may, subject to the availability of personnel and equipment, take any action that is necessary to control and extinguish the fire.
- 6.1 The cost of the firefighting services, including fire prevention and fire suppression, provided by the nearest Fire Department, shall be assessed and levied in accordance with the Fire Departments rates;
 - 6.2 For the purpose of assessing and levying costs of firefighting services, the person who owns or occupies the land upon which a fire originated shall be deemed to be the person who receives the firefighting services to control and extinguish the fires;
 - 6.3 Any amount with respect to firefighting services provided to a person within the Rural Municipality pursuant to Section 6 hereof that remains unpaid at the end of the year in which the service was provided shall be added to and form part of the taxes on any land or improvement owned by that person.
7. Where the Fire Chief(s), the Administrator, member of Council or Bylaw Enforcement officer has reasonable grounds to believe that a person has contravened any provision of this Bylaw, he or she may serve upon such person a Bylaw Violation Notice as provided by this section.
- 7.1 Service of such a Bylaw Violation Notice shall be sufficient if:
 - (a) Personally served;
 - (b) Mailing by registered mail; or
 - (c) Leaving same at the last known address of the person in the violation.
 - 7.2 Such notice shall be deemed to have been served:
 - (a) On the day of actual delivery, if the notice is served personally;
 - (b) 10 business days after mailing unless the delivery receipt is an earlier date of which that date would be deemed the date of service;
 - (c) The next business day after delivering to the last known address.
 - 7.3 A Bylaw Violation Notice shall be in such form as determined in Schedule C and shall state the section of the Bylaw, which was contravened, and the amount, which is provided in Clause 7.3(a) that will be accepted by the Municipality in lieu of prosecution.
 - (a) \$1,000 for the first offense;
 - (b) \$2,000 for a second offense occurring within 12 months of the first offense;
 - (c) \$3000 for a third offense occurring within 12 months of the second

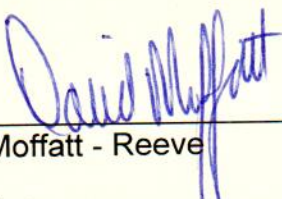
m
AR

offense.


(d)

- 7.4 Upon production of a Bylaw Violation Notice issued pursuant to this section within thirty (30) days from the issue thereof, together with the payment of the fee as provided in Clause 7.3(a) to the Administrator of the Municipality, the person to whom the ticket was issued shall not be liable for prosecution for the contravention in respect of which the ticket was issued.
- 7.5 Notwithstanding the provisions of this section, a person to whom a Bylaw Violation Notice has been issued pursuant to this section may exercise his or her right to defend any charge of committing a contravention of any of the provisions of this Bylaw.
8. Any person who contravenes any provision of this bylaw is guilty of an offense and is liable on summary conviction to a fine of not more than:
- 8.1 \$4,000 for the first offense;
 - 8.2 \$4,000 for a second offense occurring within 12 months of the first offense;
 - 8.3 \$6,000 for a third offense occurring within 12 months of the second offense.
9. Should any section or part of the Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section or part found to be improperly enacted has not been enacted as part of the Bylaw.
10. This Bylaw shall come into force and effect on the final day of passing thereof.
11. Bylaw No 269/18 is hereby repealed.





David Moffatt - Reeve



Kendra Lawrence – Chief Administrative Officer

Read a third time and adopted

this 13th day of July, 2021



Chief Administrative Officer

**SCHEDULE A
TO BYLAW 305-21
A BYLAW TO ENACT A FIRE ADVISORY OR FIRE BAN**

Solid Fuel Barbecues and Recreational Campfires are permitted under certain provisions of the Fire Ban Bylaw, providing:

1. Fires must be under constant supervision by an adult;
2. Enclosed fire pits or barbecues must be covered with a metal screen having openings no greater than ½" and must cover the entire opening. Logs or other fuel source must be fully contained within the enclosure. Embers and ash must be prevented from escaping the enclosure;
3. The fire pit/barbecue must be a distance of at least 20 inches from any grass and 10 feet from any combustible structure or item;
4. Be prepared and have a plan to extinguish a fire should it escape from the fire pit/barbecue;
5. Fires and embers must be extinguished completely when not under constant supervision;
6. Absolutely no burning in wind speeds above 10 km/hour.

**SCHEDULE B
TO BYLAW 305-21
A BYLAW TO ENACT A FIRE ADVISORY OR FIRE BAN**

IN ACCORDANCE with Bylaw No 305-21 of the Rural Municipality of Moosomin No 121:

Notice is hereby given that effective 12 o'clock midnight, _____
(Day / Month / Year)
and until further notice a _____ **(see description below for details) will be**
(insert Fire Advisory or Fire Ban)
in effect for the entire Rural Municipality of Moosomin No 121.

Any person contravening this Fire Ban / Fire Advisory will be served with a Bylaw Violation Notice and subject to a Voluntary Payment in accordance with Section 7 of Bylaw No 305-21.

Any person who fails to pay the Voluntary Payment within thirty (30) days of service shall be subject to a fine in accordance with Section 8 of Bylaw No 305-21.

FIRE ADVISORY – Open burning in the Municipality is not recommended due to dry conditions. It is recommended Agriculture and Industrial operations have water tanks filled and at their disposal at all times. Ratepayers will be advised to use extreme caution when burning or using fireworks and have a plan to extinguish a fire to prevent wildfires.

PARTIAL BAN #1 – Open burning in the Municipality is not recommended due to dry conditions. No fireworks are permitted. Crop residue and sloughs are permitted to be burned as long as the conditions 1 through 7 are followed. Agriculture and Industrial operations **must** have equipment, such as tillage, disks, tractors or loaders and any hand held equipment such as shovel, rake, blower, etc at their disposal at all times while burning. Use of CSA and UL approved appliances is permitted (Incinerators, Liquid Fuel Barbecues, Camp Stoves). Burning barrels with screens under constant supervision are permitted. Campfires in approved containers as per Schedule A are permitted.

- Fires must be under constant supervision by an adult;
- Enclosed fire pits or barbecues must be covered with a metal screen having openings no greater than ½" and must cover the entire opening. Logs or other fuel source must be fully contained within the enclosure. Embers and ash must be prevented from escaping the enclosure;
- The fire pit/barbecue must be a distance of at least 20 inches from any grass and 10 feet from any Combustible structure or item;
- Be prepared and have a plan to extinguish a fire should it escape from the fire pit/barbecue;
- Fires and embers must be extinguished completely when not under constant supervision;
- For crop residue and sloughs there shall be a perimeter/fire guard in place of at least 100 feet around the area to be burned.
- Absolutely no burning in wind speeds above 10 km/hour.

PARTIAL BAN #2 – No fires or fireworks. Use of CSA and UL approved appliances is permitted (Incinerators, Liquid Fuel Barbecues, Camp Stoves). Burning barrels with screens under constant supervision are permitted. Campfires in approved containers as per Schedule A are permitted.

Complete Ban – No open burning, fireworks, burning barrels or fire pits/campfires. Use of CSA and UL approved appliances is permitted (Incinerators, Liquid Fuel Barbecues, Camp Stoves).

DATED at _____, Saskatchewan this _____
(Day / Month / Year)

FIRE PROTECTION COMMITTEE:

Committee Member

Committee Member

**SCHEDULE C
TO BYLAW 305-21
A BYLAW TO ENACT A FIRE ADVISORY OR FIRE BAN**

**RM OF MOOSOMIN NO 121
Bylaw Violation Notice**

Name:	
Address:	

This official notice is issued for alleged breach of the following bylaw:

Bylaw No:	305-21
Section #:	
Offence:	
Voluntary Payment:	

Details of Alleged Breach of Violation:

- Date and time of violation
- Location of violation
- Other particulars – description of violation

Penalty:

Take notice that you may remit a voluntary payment to the Municipality in the amount stipulated above to avoid prosecution for this offence and fine of a greater amount.

Payment may be made in person at the municipal office or by mail to: RM of Moosomin #121, Box 1109 Moosomin SK S0G 3N0.

If the voluntary payment indicated above is not received by _____, a summons requiring your appearance in provincial court will be issued.

Issued this _____ by _____
(date) (Name of Designated Official)

Signature of Designated Official

BYLAW NO. 306/21

RURAL MUNICIPALITY OF MOOSOMIN NO 121 A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES

The Council of the Rural Municipality of Moosomin No 121 in the Province of Saskatchewan enacts as follows:

PART I – INTERPRETATION

1. Short Title

1.1 This bylaw may be cited as "The Council Procedures Bylaw".

2. Purpose

2.1 The purpose of this bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for council members, administrations and the public to follow and participate in governing the municipality and for council in establishing council committees.

3. Definitions

3.1 In this bylaw:

- (a) "Act" means *The Municipalities Act*.
- (b) "Acting Reeve" means the councillor elected by council to act as the reeve if a vacancy arises in that office.
- (c) "Adjourn" means to suspend proceedings to another time or place.
- (d) "Administration" means the Chief Administrative Officer or an employee accountable to the Administrator.
- (e) "Administrator" means the person appointed as administrator pursuant to Section 110.
- (f) "Agenda deadline" means the time established in Subsection 13.6 of this bylaw.
- (g) "Amendment" means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (h) "Business day" means a day other than a Saturday, Sunday or holiday.
- (i) "Chair" means a person who has the authority to preside over a meeting.
- (j) "Committee" means a committee, board, authority or other body duly appointed by council.
- (k) "Communications" include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (l) "Council" means the reeve and councillors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (m) "Councillor" means the council member duly elected in the municipality as a councillor, in accordance with *The Local Government Election Act*.
- (n) "Deputy Reeve" means the councillor who is appointed by council, pursuant to Section 33 of this bylaw, to act as reeve in the absence or incapacity of the Reeve.
- (o) "Member" means the reeve, councillor or an appointed individual to a committee, commission or board of council.
- (p) "Motion" means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (q) "Mover" means a person who presents or proposes a motion or amendment.
- (r) "Municipality" means the Rural Municipality of Moosomin No 121
- (s) "Municipal Official" means an employee of the municipality.
- (t) "Order of Business" means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (u) "Point of Order" means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices.
- (v) "Point of Privilege" is the raising of a matter by a member which occurs while the council is in session, where:
 - i. the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected,
 - ii. when a member believes that another member has spoken disrespectfully toward them or the council, or

- iii. when a member believes their comments have been misunderstood or misinterpreted by another member or members; or
- iv. when a member believes that comments made by the member outside the council chamber have been misinterpreted or misunderstood by the community, the public or the news media in order to clarify his or her position.
- (w) "Point of Procedure" means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
- (x) "Public Hearing" means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - i. *Section 123 of the Act*
 - ii. *The Planning and Development Act, 2007*;
 - iii. any other Act; or
 - iv. a resolution or bylaw of council.
- (y) "Quorum" is, subject to Sections 98 and 146 of the Act:
 - i. in the case of council, a majority of the whole council,
 - ii. in the case of a committee, a majority of the members appointed to the committee.
- (z) "Reeve" means the council member duly elected in the municipality as the reeve in accordance with *The Local Government Election Act*.
- (aa) "Recess" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
- (bb) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.
- (cc) "Special Committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
- (dd) "Special Meeting" means a meeting other than a regular scheduled meeting called pursuant to Section 123 of the Act or the provisions of this bylaw.
- (ee) "Subcommittee" means a committee established by a committee, commission or board to review and report on an aspect of the committee, commission or board's business.
- (ff) "Unfinished/Old Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (gg) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.
- (hh) "Perceived Conflict of Interest" – means a circumstance where a reasonable person would believe that a conflict exists.

3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

- 4.1 This bylaw applies to all meetings of Council and Committees.
- 4.2 Notwithstanding Subsection 4.1, Council may by resolution or bylaw allow a board and committee to establish its own procedures.
- 4.3 When any matter relating to proceedings arise which is not covered by a provision of this bylaw, the matter shall be decided by reference to *Robert's Rules of Order*.
- 4.4 In the event of any conflict between the provisions of this bylaw and those contained in any of the other authorities set out above, the provision of this bylaw shall apply.
- 4.5 Subject to Subsection 4.3, any ruling of the Reeve or chair shall prevail, subject, however, to the jurisdiction of Council or the Committee to consider any appeals of those rulings.

PART II – MEETINGS

5. First Meeting

- 5.1 The first meeting of Council shall be set by the Administrator within 31 days immediately following a general election.
- 5.2 At the first meeting of Council:
 - (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
 - (b) every Council member shall take the oath of office pursuant to the Act.

6. Regular Meetings

- 6.1 Regular meetings of Council shall be held on the second Tuesday of each month commencing at 8:00 am.

M
XD

- 6.2 In the event of any meeting date falling on a statutory or civic holiday or any day appointed as a holiday by proclamation of the Governor-General of Canada, the Lieutenant Governor of Saskatchewan, or the Reeve, such meetings shall be held at the same time on the next day that the municipal office is scheduled to be open for business.
- 6.3 Annually, each December Council Meeting, the Administrator shall submit a regular schedule of council meetings to Council for approval as set out in Subsections 6.1 and 6.2, or may recommend alternate meeting dates.
- 6.4 Notwithstanding the foregoing provisions, Council may, by resolution, dispense with or alter the time of a regular meeting of council.
- 6.5 Council may, by resolution, authorize the Reeve to reschedule a regular meeting of council pursuant to the Act during a period of time to be specified within the resolution.

7. Special Meetings

- 7.1 The Administrator shall call a Special Meeting of Council, whenever requested to do so, in writing, by the Reeve or a majority of the members.
 - (a) As per Section 81.1(2)(e) of *The Municipalities Act*, if the position of Administrator is vacant or the Administrator is unable to act, the Council shall designate an Administrator, from any one of the adjoining Municipalities, as Acting Administrator for the purpose of calling a Special Meeting.
- 7.2 The written request referred to in Subsection 7.1 shall include all items of business to be transacted.
- 7.3 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the Administrator to call a Special Meeting of Council.
- 7.4 When a special meeting is to be held, the Administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to Section 10 of this bylaw and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.5 Notwithstanding Subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.6 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.

8. Meeting through Electronic Means

- 8.1 One or more members of Council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
 - (a) the members of Council provide the Administrator with at least two (2) business days' notice of their intent to participate in this manner;
 - (b) notice of the council meeting is given to the public including the way in which the council meeting is to be conducted;
 - (c) the facilities enable the public to at least listen to the meeting at a place specified in that notice and the Administrator is in attendance at that place; and
 - (d) the facilities permit all participants to communicate adequately with each other during the council meeting.
- 8.2 Members participating in a council meeting held by means of a communication facility are deemed to be present at the council meeting.

9. Notice of Meetings

- 9.1 Notice of regularly scheduled council meetings is not required to be given.
- 9.2 If Council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:
 - (a) any members not present at the meeting at which the change was made; and,
 - (b) the public.

10. Method of Giving Notice

- 10.1 Notice of a council meeting is deemed to have been given to a member if the notice is:
 - (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, sent by ordinary mail, telephone or voice mail, facsimile, text or electronic mail or similar method at the number or to the address specified by the member.
- 10.2 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the Administrator to use an alternate method of providing notice of meetings.
- 10.3 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office.

11. Actions in Public

- 11.1 An act or proceeding of Council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of Council.
- 11.2 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.

12. Closed Sessions

- 12.1 Council may close all or any part of its meetings to the public if the matter to be discussed:
 - (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - (b) concerns long-range or strategic planning.
- 12.2 A resolution to move into closed session shall state, in general terms, the topic of discussion.
- 12.3 Where Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
 - (a) the members of Council;
 - (b) the Administrator and other members of administration as the members of Council may deem appropriate; and
 - (c) such members of the public as may be allowed to attend by the Council.
- 12.4 Where Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the Administrator shall record in the minutes thereto:
 - (a) the time that the in-camera portion of the meeting commenced and concluded;
 - (b) the names of the parties present; and
 - (c) the legislative authority including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.
- 12.5 No resolutions or bylaws may be passed during a closed meeting.
- 12.6 No business other than that described within the resolution pursuant to Subsection 12.2 may be discussed.
- 12.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of Council, unless otherwise provided for in this bylaw.

PART III – COUNCIL MEETING PROCEDURES

13. Agendas

- 13.1 The Administrator shall prepare the agenda for all Regular and Special Meetings of Council.
- 13.2 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business. In certain circumstances order of business may need to be amended to allow for time constraints, delegation attendance, vacating Council member or changes to quorum.
- 13.3 The Administrator shall ensure that the Council agendas are delivered to each member no later than two (2) business days immediately preceding the council meeting.
- 13.4 The Administrator shall ensure that the council agendas are available to the general public no later than one (1) business day.
- 13.5 If, for any reason, the Administrator is unable to meet the deadline mentioned in Subsection 13.3, the Administrator shall prepare and distribute the agenda as soon as reasonably possible to allow Council members an opportunity to review the agenda prior to the council meeting.
- 13.6 All communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the Administrator no later than two (2) business days.
- 13.7 Council may, on a majority vote, permit additional material on the agenda.

14. Urgent Business

- 14.1 A Council member may request to add a matter to the agenda of a meeting as urgent business after the agenda has been prepared and distributed by the Administrator.
- 14.2 In these circumstances, the Council member shall submit a report to the Administrator including an explanation of the reasons and degree of urgency of the matter as soon as possible.
- 14.3 The Administrator shall distribute any requests from the Council member to add a matter of urgent business to the agenda to the members as soon as they are available.
- 14.4 Council may only consider a matter of urgent business by a majority vote of members present.

15. Order of Business at Meetings

- 15.1 The general order of business of every regular council meeting shall be as follows:

- (a) Call to Order;
 - (b) Delegations - at a time established by council;
 - (c) Public Hearings - at a time established by council;
 - (d) Foreman Report;
 - (e) Adoption of Minutes;
 - (f) Statement of Financial Activities;
 - (g) Accounts Payable;
 - (h) Division and Committee Reports;
 - (i) Administrator's Report;
 - (j) Unfinished/Old Business;
 - (k) Communications/Correspondence;
 - (l) New Business;
 - (m) Notice of Proclamations;
 - (n) Presentations and Recognitions;
 - (o) Adjournment.
- 15.2 The business shall, in all cases, be taken up in the order in which it stands on the agenda, unless:
- (a) the Reeve determines during the proceedings of Council that for public interest a matter be moved forward to be dealt with promptly.

16. Commencement of Council Meeting

- 16.1 At the hour set for the meeting, or as soon as all members of Council present, the Reeve, or in his or her absence the Deputy Reeve, shall take the chair and call the members to order.
- 16.2 In case neither the Reeve nor the Deputy Reeve is in attendance within 30 minutes after the hour appointed, and subject to a quorum being present, Council shall appoint an Acting Reeve pursuant to Section 34 of this bylaw who shall call the meeting to order and shall preside over the meeting until the arrival of the Reeve or the Deputy Reeve, and all proceedings of such meeting shall be deemed to be regular, and in full force and effect.
- 16.3 If a quorum is not present 30 minutes after the time appointed for the meeting, the Administrator shall record the names of the members present at the expiration of such time and announce that Council shall then stand adjourned until the next meeting, unless a special meeting is called in the meantime.
- 16.4 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, Council shall stand adjourned.
- 16.5 Any unfinished business remaining at the time of the adjournment, due to the loss of the quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purpose of dealing with the unfinished items.
- 16.6 Members are encouraged to notify the Administrator when the member is aware that he or she will be absent from any meeting of Council.

17. Quorum

- 17.1 A quorum of Council is a majority of members.
- 17.2 Any act or proceeding of Council that is adopted at any council meeting at which a quorum is not present is invalid.

18. Minutes

- 18.1 The Administrator shall record the minutes of each Council meeting without note or comment and shall distribute copies of the minutes to each member at least twenty-four (24) hours prior to a subsequent council meeting.
- 18.2 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 18.3 Any member may make a motion amending the minutes to correct any mistakes.
- 18.4 The minutes of each meeting are to be approved at the next regular meeting of the Council and signed by the presiding member and the Administrator in accordance with the Act.

19. Proclamations

- 19.1 All requests for proclamations shall be submitted to the Reeve for approval, outlining the date to be proclaimed, specific name of day, week or month requested, the reason for the proclamation and information about the group, including contact person and telephone number at least fourteen (14) days prior to the proposed date for the proclamation. However, exceptions may be made in extenuating circumstances.
- 19.2 Subject to The Saskatchewan Human Rights Code, the Reeve may, in his or her sole discretion, approve the proclamation submitted pursuant to Subsection 19.1, provided the proclamation does not:
 - (a) promote any commercial business, unless, at the discretion of the Reeve, the Proclamation provides a significant benefit to the community;

- (b) involve any person or organization which promotes hatred of any person or class of persons or otherwise involves illegal activity; or
- (c) contain any inflammatory, obscene or libelous statement.

19.3 The Reeve may:

- (a) issue the proclamation:
 - i. in the words and form of the proclamation as submitted; or
 - ii. in words and form chosen by the Reeve; or
 - (b) forward the proclamation for consideration by Council.
- 19.4 Once the proclamation has been approved, the proclamation shall be noted on the appropriate council agenda as information.
- 19.5 Council, having delegated the administration of proclamations, shall not hear delegations related to proclamation requests, unless specifically approved by Council.
- 19.6 Each organization shall be responsible for any costs and the disseminating of the proclamation to the media and making arrangements for the attendance of the Reeve or Councillors at the specific function or event.
- 19.7 The local media are requested:
- (a) not to publish any proclamation claiming to be proclaimed by the Reeve unless it bears his or her signature; and
 - (b) when publishing a proclamation by the Reeve, that the proclamation contain only the following:
 - i. the crest of the municipality;
 - ii. the name of the municipality; and
 - iii. the text of the proclamation.

20. Presentations & Recognitions

- 20.1 Presentations shall be listed on the agenda when authorized by the Reeve and shall be intended to recognize an individual or group on behalf of Council for some award or similar honour which they have received or for a group or individual to present to Council some award or similar honour which the municipality has been awarded.

21. Public Hearing

- 21.1 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 21.2 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the Reeve shall declare the hearing on the matter open;
 - (b) the administration shall present a report on the bylaw or resolution under consideration including the administration recommendations;
 - (c) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (d) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - (e) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (f) Council may request further information from administration;
 - (g) Council shall formally receive all communications and written reports submitted to it on the subject matter of the hearing;
 - (h) the Reeve shall declare the hearing closed; and
 - (i) Council shall then consider the matter and at the conclusion of the deliberations, Council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 21.3 The time allowed for each person making representations shall be 15 minutes.
- 21.4 A hearing may be adjourned to a certain date.
- 21.5 A member shall abstain from taking part in the debate or voting on the bylaw or resolution, which is the subject of the hearing if the member was absent from any part of the public hearing.

22. Communications - General

- 22.1 When a person wishes to have a communication considered by Council, it shall be addressed to Council, and:
- (a) clearly set out the matter in issue and the request; and
 - (b) for written communications, must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
 - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 22.2 A communication received by the Administrator, which does not meet the conditions in subsection 22.1 or is abusive in nature, shall be forwarded to the Reeve for review and disposition.

- 22.3 A communication received by the Administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 22.4 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

23. Communications – Matters on Council Agenda

- 23.1 A written communication pertaining to a matter already on a council agenda must be received by the Administrator no later than the agenda deadline in order to be included on the council agenda.
- 23.2 A written communication received before the agenda deadline shall be placed by the Administrator on the council agenda and shall be dealt with when the matter is considered by Council at its meeting.
- 23.3 In the event that the communication to the Administrator is received after the agenda deadline, regarding a subject which is on the agenda, the Administrator will bring the request to the attention of Council:
- (a) The individual will be advised by the Administrator that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the agenda.

24. Communications – Matters not on Council Agenda

- 24.1 A written communication received before the agenda deadline shall be placed by the Administrator on the council agenda and shall be dealt with when the matter is considered by Council at its meeting.
- 24.2 In the event that the communication to the Administrator is received after the agenda deadline, regarding a subject which is not on the agenda, the Administrator will bring the request to the attention of Council.
- 24.3 The individual will be advised by the Administrator that the communication may not be considered by Council unless the majority of members vote to allow the communication within the motion to approve the agenda.

25. Delegations – Matters on Council Agenda

- 25.1 When a person wishes to speak to Council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the Administrator by utilizing the following methods;
- (a) Delivered personally;
- (b) Request sent by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method. The notice shall include the following:
- (i) the name and correct mailing address of the spokesperson;
- (ii) telephone number where the representative of the delegation can be reached during the day;
- (iii) originally signed, except when submitted by telephone, voice mail, facsimile or e-mail; and
- (iv) clearly setting out the subject matter to be discussed and the request being made of Council.
- 25.2 A request to speak to Council pursuant to Subsection 25.1 must be received by the Administrator no later than the agenda deadline in order to be included on the council agenda.
- 25.3 In the event that a delegation makes an application to the Administrator after the agenda deadline, regarding a subject which is on the agenda, the Administrator will bring the request to the attention of Council:
- (a) Delegations will be advised by the Administrator that they may not be heard by Council unless the majority of members vote to allow the delegation to speak.
- 25.4 Delegations speaking before Council shall address their remarks to the stated business:
- (a) Delegations will be limited to speaking only once; and
- (a) Rebuttal or cross debate with other delegations shall not be permitted.
- 25.5 A maximum of 30 minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 25.6 When a delegation has been invited by Council the 30 minute maximum does not apply.
- 25.7 There are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
- (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
- (b) The Reeve shall at the conclusion of 30 minutes, inform the delegation that the time limit is up.
- (c) Only upon a motion to extend the 30 minute limitation adopted by a majority of members shall the 30 minute limit be extended.

- (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 25.8 Upon the completion of a presentation to Council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
 - (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

26. Delegations – Matters not on Council Agenda

- 26.1 When a person wishes to speak to Council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the Administrator in writing, which notice shall include the following:
 - (a) the name and correct mailing address of the spokesperson;
 - (b) telephone number where the representative of the delegation can be reached during the day;
 - (c) originally signed, except when submitted by facsimile or e-mail; and,
 - (d) clearly setting out the subject matter to be discussed and the request being made of Council.
- 26.2 A request to speak to Council pursuant to Subsection 26.1 must be received by the Administrator no later than the agenda deadline to be included on the agenda.
- 26.3 The Administrator, who shall consult with the Reeve, may refuse to accept a request to speak to Council if Council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 26.4 If a request to speak to Council is refused pursuant to Subsection 26.3, a copy of the request and reply, shall be forwarded to members by the Administrator.
- 26.5 In the event that a delegation makes an application to the Administrator after the agenda deadline, regarding a subject which is not on the agenda, the Administrator will bring the request to the attention of Council.
 - (a) Delegations will be advised by the Administrator that they may not be heard by Council unless the majority of members vote to allow the delegation to speak.

27. Reeve, Division, Committee, Foreman & Administrator Reports

- 27.1 Statements shall include the sharing of the following information:
 - (a) events, activities or community functions attended; and
 - (b) general work of members on behalf of Council colleagues, constituents and the Municipality.
- 27.2 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

28. Bylaws

- 28.1 Every proposed bylaw must have three (3) distinct and separate readings.
- 28.2 A proposed bylaw must not have more than two (2) readings at a council meeting unless the members present unanimously agree to consider third reading.
- 28.3 A proposed bylaw will be considered by Council immediately following consideration of the report or item to which the bylaw relates.
- 28.4 Only the title or identifying number has to be read at each reading of the bylaw.
- 28.5 Each member present at the meeting at which first reading is to take place must be given or have had the opportunity to review the full text of the proposed bylaw before the bylaw receives first reading.
- 28.6 Each member present at the meeting at which third reading is to take place must, before the proposed bylaw receives third reading, be given or have had the opportunity to review the full text of the proposed bylaw and of any amendments that were passed after first reading.
- 28.7 When a bylaw has been given three (3) readings by Council, it:
 - (a) becomes a municipal enactment of the municipality; and
 - (b) is effective immediately unless the bylaw or an applicable provincial statute provides otherwise.
- 28.8 The Administrator shall be empowered to correct any typographical error that may not have been corrected at the time of submission to Council and the bylaw shall have the same status as if Council had corrected same.
- 28.9 After passage, every bylaw shall be signed by the Reeve and the Administrator, pursuant to the Act and marked with the corporate seal of the Municipality.

29. Recess

- 29.1 The Council may recess at any time during the meeting.
- 29.2 A motion to recess must state the time of duration of the recess, and must be passed by a majority of the members present.

- 29.3 The Council may reconvene sooner than the time mentioned in the motion of recess, but must not reconvene later than 30 minutes after the time specified for reconvening or the meeting shall be deemed to be adjourned due to a lack of quorum.

30. Adjournment

- 30.1 All regularly scheduled council meetings shall stand adjourned when the Council has completed all business as listed on the order of business or upon the arrival of 4:00 pm.
- 30.2 If a member is speaking at 4:00 pm, the Reeve shall wait until that person is done speaking before asking Council to consider whether it wants to extend the time of the meeting.
- 30.3 Any business which remains on the agenda and which has not been dealt with at the time of adjournment shall be deemed to be postponed until the next regularly scheduled council meeting, or until a Special meeting is called for the purpose of dealing with the unfinished items.

31. Extension of Time

- 31.1 Notwithstanding Section 30, a majority of the members present may extend a regularly scheduled council meeting beyond 4:00 pm by unanimous vote of all members present.
- 31.2 If Council extends its meeting pursuant to Subsection 31.1, the meeting shall continue until:
- (a) the business of the meeting is completed;
 - (b) a motion to adjourn is passed; or
 - (c) a quorum is no longer present.

PART IV – CONDUCT AT COUNCIL MEETINGS

32. Reeve

- 32.1 The Reeve shall:
- (a) preside at all council meetings;
 - (b) preserve order at council meetings;
 - (c) enforce the rules of Council;
 - (d) decide points of privilege and points of order; and
 - (e) advise on points of procedure.
- 32.2 The Reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 32.3 The Reeve shall have the same rights and be subject to the same restrictions as all other members to make a motion.

33. Deputy Reeve

- 33.1 The Council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Councillors a Deputy Reeve who shall hold office for a term of two (2) years or for such longer period as the Council may decide, and in any event until a successor is appointed.
- 33.2 If the Reeve, for any reason, is unable to perform the duties of his or her office, the Deputy Reeve shall have all of the powers of the Reeve during the inability.

34. Acting Reeve

- 34.1 Council shall, appoint a member to act as Reeve if:
- (a) both the Reeve and the Deputy Reeve, if one has been appointed pursuant to Section 33, are unable to perform the duties of his or her office; or
 - (b) the offices of both the Reeve and the Deputy Reeve are vacant.
- 34.2 The member to be appointed, pursuant to Subsection 34.1, shall be elected by a majority of the members present.
- 34.3 Where two (2) members have an equal number of votes, the Administrator shall:
- (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and
 - (d) direct a person to withdraw one (1) of the sheets.
- 34.4 The member whose name is on the sheet withdrawn pursuant to Subsection 34.3(d) shall be declared elected.

35. Persons Allowed at the Table

- 35.1 No person, except members, the Administrator and other members of administration as authorized by the Administrator and such persons as are permitted by the Reeve shall be allowed to be seated at the council table during the sittings of the Council, without permission of the Reeve or other presiding member.

36. Conduct of Public

36.1 All persons in the public gallery at a council meeting shall:

- (a) refrain from addressing Council or a member unless permitted to do so;
- (b) maintain quiet and order;
- (c) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
- (d) refrain from talking on cellular telephones;
- (e) refrain from making audio or video recordings of council proceedings; and
- (f) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

37. Conduct of Delegations

37.1 When addressing members at a council meeting, a delegation shall refrain from:

- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
- (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
- (c) reflecting on a vote of Council except when moving to rescind or reconsider it;
- (d) reflecting on the motives of the members who voted on the motion or the mover of the motion, or
- (e) shouting or using an immoderate tone, profane, vulgar or offensive language; and
- (f) refrain from making audio or video recordings of council proceedings;

38. Conduct of Members

38.1 Members of Council wishing to speak at a meeting shall ensure they do not interrupt another member.

38.2 If more than one member wishes to speak at a meeting at the same time, the Reeve shall indicate which member shall speak first.

38.3 When addressing a council meeting, a member shall refrain from:

- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
- (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
- (c) reflecting on a vote of Council except when moving to rescind or reconsider it,
- (d) reflecting on the motives of the members who voted on the motion or the mover of the motion, or
- (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

38.4 When a member is addressing the Council, all other members shall:

- (a) remain quiet and seated;
- (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
- (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.

38.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.

38.6 That should a perceived conflict of interest be brought forth, by a member of Council or the Administrator, that all members of council be allowed to voice their opinions in an open and free manner as to why the conflict may exist or explain why there is not a conflict.

38.7 If there is a failure to resolve the issue to the satisfaction of all Council, then the member bringing forth the perceived conflict of interest shall call for a Point of Order (Section 41) and request a recorded vote (Section 64).

39. Improper Conduct

39.1 The Reeve may request that any person in the public gallery who disturbs the proceedings of Council or acts improperly at a council meeting, as set out in Section 36, leave or be expelled from the meeting.

39.2 The Reeve may request that any delegation who addresses Council improperly as set out in Section 37, leave or be expelled from the meeting.

39.3 No person shall refuse to leave a council meeting when requested to do so by the Reeve.

39.4 Any person who refuses to leave when requested to do so may be removed.

39.5 If a person disturbs the proceedings of Council or refuses to leave when requested to do so, the Reeve may recess the meeting until the person leaves, direct that law enforcement officials be engaged to assist in the removal of the person, or adjourn the meeting to another day.

40. Leaving the Meeting

- 40.1 Every member who leaves the council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the Administrator.

41. Point of Order

- 41.1 A member may rise and ask the Reeve to rule on a Point of Order.
- 41.2 When a Point of Order is raised, the member speaking shall immediately cease speaking until the Reeve decides the Point of Order raised.
- 41.3 A Point of Order must be raised immediately at the time the rules of Council are breached.
- 41.4 The member against whom a Point of Order is raised may be granted permission by the Reeve to explain.
- 41.5 The Reeve may consult the Administrator before ruling on a Point of Order.
- 41.6 A Point of Order is not subject to amendment or debate.

42. Point of Privilege

- 42.1 A member may rise and ask the Reeve to rule on a Point of Privilege.
- 42.2 After the member has stated the Point of Privilege, the Reeve shall rule whether or not the matter raised is a Point of Privilege.
- 42.3 If the matter is determined to be a Point of Privilege, the member who raised the Point of Privilege shall be permitted to speak to the matter.
- 42.4 If the Point of Privilege concerns a situation, circumstance or event which arose between council meetings, the member shall raise the Point of Privilege immediately after adoption of the minutes of the previous council meeting.
- 42.5 The Reeve may consult the Administrator before ruling on a Point of Privilege.
- 42.6 A Point of Privilege is not subject to amendment or debate unless a motion regarding the Point of Privilege is put to Council.

43. Point of Procedure

- 43.1 Any member may ask the Reeve for an opinion on a Point of Procedure.
- 43.2 When a Point of Procedure is raised, the member speaking shall immediately cease speaking until the Reeve responds to the inquiry.
- 43.3 After the member has asked the Point of Procedure, the Reeve shall provide an opinion on the rules of procedure bearing on the matter before Council.
- 43.4 The Reeve may consult the Administrator before providing an opinion on the Point of Procedure.
- 43.5 A Point of Procedure is not subject to amendment or debate.
- 43.6 The Reeve's answer to a Point of Procedure is not a ruling, and cannot be appealed to the whole of Council.

44. Appeal

- 44.1 Whenever a member wishes to appeal any ruling of the Reeve or a Point of Order or Point of Privilege to the whole of Council:
 - (a) the motion of appeal, "that the decision of the chair be overruled" shall be made;
 - (b) the member may offer a brief reason for the challenge;
 - (c) the Reeve may state the reason for the decision; and
 - (d) following which the question shall be put immediately without debate.
- 44.2 The Reeve shall be governed by the vote of the majority of the members present.
- 44.3 A ruling of the Reeve must be appealed immediately after ruling is made or the ruling will be final.

45. Calling a Member to Order

- 45.1 When the Reeve calls a member to order, the member shall resume his or her seat, but may afterwards explain his or her position in making the remark for which he or she was called to order.
- 45.2 In the event that a member refuses to resume his or her seat when called to order, the Reeve shall request the Deputy Reeve, or if the Deputy Reeve is absent or is the unruly member, any other member of Council to move a resolution to remove the unruly member either:
 - (a) for the balance of the meeting,
 - (b) until a time which shall be stated in the motion, or
 - (c) until the member makes an apology acceptable to council for his or her unruly behavior, whichever shall be the shortest time.
- 45.3 When the majority of Council votes in favour of the resolution, the Reeve shall direct the unruly member to leave the council chamber, and if the member refuses to leave, the Reeve may:
 - (a) recess the meeting until the person leaves or adjourn the meeting to another day; or
 - (b) direct that law enforcement officials be engaged to assist in the removal of the unruly member.

- 45.4 When Council has directed an unruly member to leave the council chambers, and the member so directed makes an explanation and apology adequate and satisfactory to the Council, it may, by a majority vote of the remaining members present, allow the offending member to remain in his or her place if he or she has not left or been removed, or to retake his or her place.

PART V – MOTIONS

46. Motions and Debate

- 46.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.
- 46.2 A motion may be made in the following two manners:
- (a) The motion may be made by the member following a discussion and/or debate concerning the issue at hand. Because the issue is discussed in length before the motion is made, this procedure generally allows for the reduced necessity of amendments.
 - (b) The motion may be made by the member prior to the discussion and/or debate. This procedure allows for the member(s) to make a statement concerning their stand on an issue and bring the discussion and/or debate to that point of conclusion. The remaining Subsections of 46.3 to 46.5 are related to debating a motion.
- 46.3 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 46.4 When a motion is under debate no other motion may be made, except a motion to:
- (a) amend a motion;
 - (b) refer motion to a Council Committee or administration for a report back to Council;
 - (c) postpone a motion to a fixed date;
 - (d) request that a motion be put to a vote;
 - (e) extend the time for a council meeting; or
 - (f) adjourn the meeting.
- 46.5 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of Council:
- (a) on his or her own initiative while he or she is speaking on the same; or
 - (b) when requested by another member speaking on the motion; change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.
- 46.6 Any motions allowed under Subsection 46.4 shall be considered in the order in which they were moved.

47. Motion to Amendments

- 47.1 Except as provided in Subsection 47.12, any motion may be amended to:
- (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- 47.2 The amending motion must be:
- (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- 47.3 An amending motion may also be amended.
- 47.4 A sub amendment must be:
- (a) relevant to the original amendment;
 - (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- 47.5 Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.
- 47.6 There is no limit to the number of amendments or sub amendments that may be proposed.
- 47.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.
- 47.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
- 47.9 The main motion shall not be debated until all amendments to it have been put to a vote.
- 47.10 Amendments shall be put in the reverse order to the order in which they were moved.

- 47.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
- 47.12 No amendments shall be made to the following motions:
- (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; and
 - (c) a motion requesting that a motion be put to a vote.

48. Dividing a Motion into Parts

- 48.1 A member may request or the Reeve may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- 48.2 Council shall then vote separately on each recommendation.
- 48.3 A new motion to add a further recommendation is permitted provided:
- (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

49. Motion Arising

- 49.1 When a particular matter is before Council, a motion arising on the same matter is permitted provided:
- (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

50. Request that Motion be put to Vote

- 50.1 A motion requesting that a motion be put to a vote shall not be moved by a member who has spoken to the original motion.
- 50.2 A motion requesting that a motion be put to a vote shall not be amended or debated.
- 50.3 If a motion requesting that a motion be put to a vote is passed by Council, the original motion shall immediately be put to a vote of Council without any amendment or debate.
- 50.4 If a motion requesting that a motion be put to a vote is not passed by Council, the original question may be amended or debated.

51. Motion to Adjourn

- 51.1 A member may move a motion to adjourn a meeting at any time, except when:
- (a) another member is in possession of the floor;
 - (b) a call for a recorded vote has been made;
 - (c) the members are voting;
 - (d) when Council is considering a motion requesting that a motion be put to a vote; or
 - (e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 51.2 A motion to adjourn shall be decided without debate.

52. Motion to Move to a Closed Meeting

- 52.1 A member may make a motion that a council meeting move to a closed meeting.
- 52.2 The motion to move to a closed meeting must:
- (a) be in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*;
 - (b) the titles or subject of the item(s) to be discussed; and
 - (c) include the reason for the council meeting to be held in a closed meeting.
- 52.3 No bylaw or resolution shall be passed during a closed meeting.

53. Motion Contrary to Rules

- 53.1 The Reeve may refuse to put to Council a motion which is, in the opinion of the Reeve, contrary to the rules and privileges of Council.

54. Withdrawal of Motions

- 54.1 The mover of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

55. Motion to Reconsider

- 55.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- 55.2 A motion to reconsider is in order whether the original motion passed or failed.
- 55.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.
- 55.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.

- 55.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- 55.6 A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- 55.7 A motion to reconsider cannot be amended.
- 55.8 A motion to reconsider shall require a majority vote of the members present at the meeting.
- 55.9 If a motion to reconsider is adopted, the original motion is immediately placed before Council to be reconsidered.
- 55.10 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

56. Motion to Rescind

- 56.1 A motion to rescind shall apply to resolutions only, and shall not apply to bylaws passed by Council.
- 56.2 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- 56.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- 56.4 A motion to rescind may be moved by any council member regardless how they voted on the original motion.
- 56.5 A motion to rescind is debatable.
- 56.6 A motion to rescind may be amended.
- 56.7 A motion to rescind shall, in all cases, require a majority vote of all Council members to pass.
- 56.8 A motion cannot be rescinded:
- (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

57. Motion to Postpone

- 57.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by Council until the fixed date.
- 57.2 Notwithstanding Subsection 57.1, Council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.
- 57.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

58. Motion to Refer

- 58.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.
- 58.2 A member making a referral motion generally should include in the motion:
- (a) the terms on which the motion is being referred; and
 - (b) the time when the matter is to be returned.

59. Debate on Motion

- 59.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.
- 59.2 The mover of the motion shall be given the first opportunity to speak.
- 59.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

60. Legal Advice

- 60.1 Where a majority of the members present at a council meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

61. Voting of council

- 61.1 A member attending a council meeting shall vote at the meeting on a matter before Council unless the member is required to abstain from voting pursuant to the Act or any other Act.
- 61.2 If a member is not required to abstain from voting on a matter before Council and abstains from voting, the Council member is deemed to have voted in the negative.
- 61.3 The Administrator shall ensure that each abstention is recorded in the minutes of the meeting.

62. Voting of Reeve

- 62.1 The Reeve shall vote with the other members on all questions.

63. Majority Decision

- 63.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote of the members present.

64. Recorded Vote

- 64.1 Before a vote is taken by Council, a member may request that the vote be recorded.
64.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal or abstained.

65. Tied Vote

- 65.1 If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

PART VI – COMMITTEES

66. Procedure for Appointments

- 66.1 The Administrator shall utilize the following procedure for appointments to Committees:
- (a) Prior to November 1st, invite submissions from the public for appointments to which Council is entitled to make appointments to in the ensuing term;
 - (b) Prior to November 1st, invite submissions from members of Council for appointments to which Council is entitled to make appointments to in the ensuing term;
 - (c) Obtain information from the various committees that Council is entitled to make appointments to in the ensuing term regarding the dates and times of their regular meetings and the attendance by Council appointed representatives in the previous term.

67. Term

- 67.1 Appointments to Committees shall be for a two (2) year term beginning on the date of appointment until the first meeting of Council after the next General Election.
67.2 Notwithstanding Subsection 67.1, in a general election year, the term of appointments shall be reduced to coincide with the day of the election.
67.3 Appointees may be reappointed from term to term.
67.4 A member of any committee, excluding members of Council, shall only be appointed to a maximum of two (2) committees at one (1) time.
67.5 The Administrator or committee secretary shall advise Council of any members absent for more than two (2) meetings within a calendar year, and request that a warning correspondence be forwarded to the member, as well, if the member misses three (3) meetings, within a calendar year, Council be advised to decide if the member should be removed from the Committee.
67.6 Council may, in its discretion, revoke the membership of any individual whom has been appointed to a Committee.

68. Committee Procedures

- 68.1 Council may from time to time establish a Committee in response to specific issues requiring immediate or long term attention.
68.2 The membership and jurisdiction of a Committee shall be as provided for in the enabling legislation or as directed by Council.
68.3 The Reeve is an ex-officio voting member of all Committees established by Council pursuant to the Act, unless Council provides otherwise, and when in attendance, possesses all of the rights, privileges, powers and duties of other members, whether elected or appointed.
68.4 The Reeve's attendance shall not, however, be included for the purpose of determining a quorum.
68.5 Municipal officials shall act only in an advisory capacity to Committees of Council and shall not be considered voting members or have any voting privileges in respect to participation on any Committee appointment.
68.6 The chair of all Committees established by Council shall be designated by Council, unless Council directs otherwise.
68.7 All Councillors may attend the meetings of Committees established pursuant to the Act, and may take part in the proceedings of the same, except that non-committee members shall not have a vote.
68.8 Each Committee shall meet as soon as possible after it has been appointed and where a chair has not been appointed by Council, members of that Committee shall select a chair and vice-chair, and if required, decide the day and time for holding its regular meetings.
68.9 The chair shall preside at every meeting, participate in the debate and shall vote on all motions.

- 68.10 In the absence of the chair, the vice-chair shall preside, and in the absence of both the chair and the vice-chair, one (1) of the other members of the Committee shall be elected to preside, and shall discharge the duties of the chair during the meeting or until the arrival of the chair or Vice-chair.
- 68.11 An act or proceeding of a Committee is not effective unless it is authorized or adopted by a resolution at a duly constituted public committee meeting.
- 68.12 Everyone has the right to be present at Committee meetings that are conducted in public unless the chair expels a person for improper conduct.
- 68.13 Subject to Subsection 14, Committees shall conduct all committee meetings in public.
- 68.14 Committees may close all or part of the meeting if the matter to be discussed is within one (1) of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 68.15 Notice of regularly scheduled committee meetings is not required to be given.
- 68.16 If a Committee changes the date, time or place of a regularly scheduled meeting, the Secretary shall give at least twenty-four (24) hours' notice of the change to:
- (a) any members of the Committee not present at the meeting at which the change was made; and
 - (b) the public.
- 68.17 Notwithstanding Subsection 68.16, a committee meeting may be held with less than twenty-four (24) hours' notice to all members and without notice to the public if all committee members agree to do so, in writing, immediately before the beginning of the meeting.
- 68.18 The consent to waive notice of a change in date, time or place of a meeting pursuant to Subsection 68.17 may be given in person or by facsimile, electronic mail and other similar means.
- 68.19 If a Committee cancels its regularly scheduled meeting, the secretary of the committee shall give at least twenty-four (24) hours' notice of the change to:
- (a) all members not present at the meeting at which the decision to cancel was made; and
 - (b) the public.
- 68.20 The Secretary shall call a special meeting of a Committee whenever requested to do so, in writing, by the chair or by a majority of the committee members in the same manner as set out in Subsection 68.17.
- 68.21 For Committees operating without regularly scheduled meeting, it shall be the duty of the chair, or in the chair's absence, the Secretary to call a meeting of the Committee.
- 68.22 The business of Committees shall be conducted in accordance with the rules governing the procedure of Council or as otherwise established by Council for the committee or established by the Committee.
- 68.23 Each Committee, whom the Administrator does not provide secretarial services to, will recommend to the Administrator the appointment of a Secretary, who will be responsible for:
- (a) tracking the attendance;
 - (b) preparing meeting agendas and minutes; and
 - (c) reporting the Committee's decisions to Council.
- 68.24 When a person, or a group of persons, wishes to bring any matter to the attention of a Committee or appear as a delegation, a communication shall be addressed to the Administrator or the secretary and will be subject to the requirements set out in Sections 22 to 26 of this bylaw.
- 68.25 Upon receipt of such communication, the Administrator or Secretary shall place the communication on the agenda of the next meeting of the Committee for its consideration;
- 68.26 All submissions to Committees must be received by the Administrator or Secretary within the established deadlines, usually four (4) business days prior to the meeting.
- 68.27 Reporting to Committees shall be provided through the Administrator or the secretary.
- 68.28 Any notice respecting a committee meeting is deemed to have been given to a member if the notice is:
- (a) delivered personally;
 - (b) left at the usual place of business or residence of the member; or
 - (c) at the request of the member, provided or sent to the member by ordinary mail, telephone or voice mail, facsimile or electronic mail or similar method at the number or address specified by the member.
- 68.29 Notice to the public of a committee meeting as required by Subsections 68.16 to 68.19 is sufficient if the notice is posted at the municipal office.
- 68.30 Any unfinished business remaining at the time of the adjournment shall be considered at the next regular meeting of the Committee or at a Special Meeting called for that purpose.
- 68.31 The Secretary shall record the minutes, without note or comment.
- 68.32 The minutes of the Committee shall be distributed to each member at least twenty-four (24) hours' before the next committee meeting for consideration.
- 68.33 After the minutes have received approval of a majority of the members present, they shall be signed by the presiding member and secretary. Once signed, the original

minutes shall be forwarded to the Administrator for presentation to Council and for safekeeping.

68.34 All minutes, once approved, shall be open for inspection by the public.

68.35 No member shall release or otherwise make public any information considered at a closed meeting, including discussion of the content of such a meeting with persons other than with members of Council or with civic staff who are privy to that information:
(a) unless authorized by Council; or
(b) until the matter is included on a public agenda of Council.

68.36 Every Committee shall report to Council, and no action of any Committee shall be binding on the municipality unless:

- (a) power to take such action is expressly conferred on the Committee by legislation, bylaw or resolution of Council; or,
- (b) Council has considered the report of the Committee and if adopted, shall become the resolve of Council.

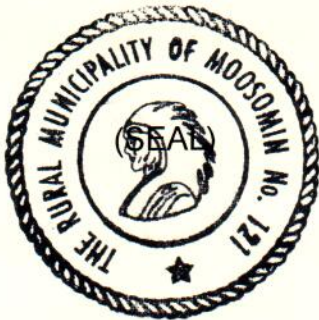
68.37 The conduct of delegations or the public at committee meetings, which they are entitled to attend, shall be subject to the requirements as set out in Section 37 of this bylaw.

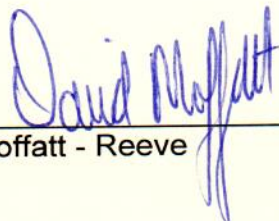
68.38 The conduct of members shall be subject to the requirements as set out in Section 38 of this bylaw.

68.39 The chair may request any individual to be expelled from a meeting, in accordance with the guidelines as set out in Section 39 of this bylaw.


69. Repealing Clause

69.1 Bylaw 244/16 is hereby repealed.





David Moffatt - Reeve



Kendra Lawrence – Chief Administrative Officer

Read a third time and adopted
this 13th day of July, 2021



Chief Administrative Officer

Bylaw # 306/21
Form 1 – Request for a Special Meeting

Date: _____

To: Chief Administrative Officer, RM of Moosomin No 121

Pursuant to Section 123 of the Act, I / we hereby request you to call a Special Meeting of the Council of the Rural Municipality of Moosomin No 121 to discuss the following matter(s):

1. _____
2. _____
3. _____

Meeting Details:

Location: _____

Date: _____

Time: _____

Dated this _____ day of _____, 20_____

SIGNED:

Name: _____

Name: _____

Name: _____

Name: _____

Office Use Only:

☐
☐

Members provided notice pursuant to Subsection 124 of the Act
Notice not provided pursuant to Subsection 123 of the Act

Bylaw # 306/21
Form 2 – Request for Method of Providing Notice

Date: _____

To: Chief Administrative Officer, RM of Moosomin No 121

From: _____
(name of council member)

Pursuant to clause 124 of the Act, I hereby request notice of Council or Committee meetings be provided to me by the alternate means (check one):

☐ By regular mail _____
(insert address)

☐ By telephone or voice mail _____
(telephone number)

☐ By facsimile _____
(fax number)

☐ By email _____
(email address)

This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this _____ day of _____, 20____

(signature of member)

Report Date
2021-07-12 11:02 AM

R.M. of Moosomin
List of Accounts for Approval
As of 2021-07-12
Batch: 2021-00060 to 2021-00064

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - ACCTS PAYABLE					
Computer Cheques:					
25550	2021-06-17	Collabria May 2021	Flowers, Commissioner, Tractor	368.07	368.07
25551	2021-06-17	Pattison Agriculture (JD Fin) Issued To: John Deere Financial Inc 2614378	Oil	255.61	255.61
25552	2021-06-17	SaskEnergy May-Jun 2021-01	Wei-FH, H, WTP RM-Off&Shop	390.80	390.80
25553	2021-06-30	Hamilton, Amber Operator Cert Water/Lagoon Cemetery 2021	Operator Certificate & Trainin Postage - Water/Lagoon Cemetery Maint 28.5hrs@ 15/hr	375.00 33.58 427.50	836.08
25554	2021-06-30	Hamilton, Alexander May-June 2021	41.25 hrs casual labour x \$14	577.50	577.50
25555	2021-06-30	Hamilton, Julian May 2021	9 hrs Tsf @\$13	117.00	117.00
25556	2021-06-30	MEPP June 2021	June 2021 Water & PP 11-13	6,499.02	6,499.02
25557	2021-06-30	Moosomin Regional Park June 2021	June 2021 Collections	615.10	615.10
25558	2021-06-30	Canada Customs & Revenue Agenc June 2021 RP1	June 2021 Source Ded RP1	8,851.19	8,851.19
25559	2021-06-30	Canada Customs & Revenue Agenc June 2021 RP2	Source Ded RP2 June 2021	3,303.33	3,303.33
25560	2021-06-30	SaskPower 400000019781	June 2021 Power	1,967.77	1,967.77
25561	2021-07-13	Adair Farm & Ranch Supply 2011182	Stanley Rd Fencing	2,975.05	2,975.05
25562	2021-07-13	Agric. Health & Safety Network 2021	2021 Membership 67 Families	508.20	508.20
25563	2021-07-13	Brandt Tractor Ltd 4107075	Grader Radio & Temperat	1,093.96	1,093.96
25564	2021-07-13	Cheryl Barrett-Kendra Lawrence 2021-07	July 2021 Office Caretaking	410.00	410.00
25565	2021-07-13	Canadian Pacific Railway Co. 11131822	Signalized crossing- terminal	326.50	326.50
25566	2021-07-13	Dionco Sales & Service Ltd 19496	Gear Box on Sidearm Mower	1,578.94	1,578.94
25567	2021-07-13	Finning Canada Issued To: SARM 15958	Loader Seals & Orings	125.96	125.96
25568	2021-07-13	Flaman Sales Ltd. 248123 248255	Anchor Bolts Hammer Drill Rental (Flag Pole)	71.04 68.81	139.85
25569	2021-07-13	Flatland Plumbing & Heating 8202	Install Lift Pump	2,396.49	2,396.49
25570	2021-07-13	Flatlanders Express 42254	Freight Charges	25.99	25.99
25571	2021-07-13	Hamilton, Alexander June-July 2021	37.25 hrs casual labour x \$14	521.50	521.50
25572	2021-07-13	Hamilton, Julian June 2021	9 hrs Tsf @\$13	117.00	117.00
25573	2021-07-13	Highway One Drilling 5646	Well Drilling NE 36-13-32	14,334.53	14,334.53
25574	2021-07-13	JLH Contracting 418 425	Stanly Rd Culvert Install Rasmuson Road Bush & culvert	5,605.50 6,809.85	12,415.35

Report Date
2021-07-12 11:02 AM

R.M. of Moosomin
List of Accounts for Approval
As of 2021-07-12
Batch: 2021-00060 to 2021-00064

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
25575	2021-07-13	Kentrax Transport Ltd. 168833	Freight for Sklar Pipe	682.50	682.50
25576	2021-07-13	Klock Holdings Inc R2021-03	Sludge Assessment & Consult	610.50	610.50
25577	2021-07-13	Les' Small Motors 12923	Oil & Filter	48.84	48.84
25578	2021-07-13	Loraas Disposal 7802973 7802972 7805136	Transfer Station - Welwyn Garbage/Recycle Service BB Garbage/Recycle Service	669.90 40.96 66.37	777.23
25579	2021-07-13	Margetts Construction Issued To: 1010846870 SK LTD 3953 3954	May Tandem Gravel Deliveries June Tandem Gravel Deliveries	15,223.32 9,975.42	25,198.74
25580	2021-07-13	Mason Lodge June 2021	Hall Rental Feb-May 2021	400.00	400.00
25581	2021-07-13	Mazergroup Napa Moosomin 200-031873	Grease Joint & Roll Pin	173.82	173.82
25582	2021-07-13	Jeff McMullen Grapple	JD Grapples	2,950.00	2,950.00
25583	2021-07-13	Mullett's Home Hardware June 2021	Water	30.00	30.00
25584	2021-07-13	Munisoft 1702	50 Large / 50 Small Maps	1,140.07	1,140.07
25585	2021-07-13	Pattison Agriculture (JD Fin) Issued To: John Deere Financial Inc 2646657 2646849	Bolts, Nuts & Cotter Pins Tooth Tips Shovels & Pins	80.92 905.05	985.97
25586	2021-07-13	Kendra Lawrence Petty Cash #1	Petty Cash	92.65	92.65
25587	2021-07-13	Saskatchewan Public Issued To: Minister of Finance 2048821221	Radios (Apr-June) Welwyn	266.40	266.40
25588	2021-07-13	Minister Of Finance RP-2021-231	2021 RCMP levy	29,822.86	29,822.86
25589	2021-07-13	RMAA - Division 1 2021 Fall	Sept 24-2021 Fall Meeting	100.00	100.00
25590	2021-07-13	RM of Maryfield No. 91 2021-00078	8 cases (24/case) Strychnine	2,455.68	2,455.68
25591	2021-07-13	RM of Martin No. 122 2021-00035	2021 Assistant Admin - PP12-13	720.21	720.21
25592	2021-07-13	RM of Silverwood No 123 2021-00059	10 boxes Strychnine	3,406.59	3,406.59
25593	2021-07-13	RPM Service Ltd 3195	JD Grader A/C Repair	435.66	435.66
25594	2021-07-13	Pat Santer 302778	Flower for Village of Welwyn	255.00	255.00
25595	2021-07-13	Saskatchewan Health Authority May 2021 Sewer 2021	Sewer Water Testing Sewer Water Testing	34.76 367.50	402.26
25596	2021-07-13	Superior Ag-Auto 19556	8 Flagpole Bases	1,909.55	1,909.55
25597	2021-07-13	Tridaron Construction Ltd 1097	Rock Pile by Rasmusson	357.00	357.00
25598	2021-07-13	Text2Car 68P-8340	Annual Service Plan (2units)	1,332.00	1,332.00
25599	2021-07-13	Tom's Electric 32313	Wire New Well NE 32-13-32	492.60	492.60

Report Date
2021-07-12 11:02 AM

R.M. of Moosomin
List of Accounts for Approval
As of 2021-07-12
Batch: 2021-00060 to 2021-00064

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
25600	2021-07-13	Town of Moosomin 21011-020	Lecomte paid error	209.00	209.00
25601	2021-07-13	Twin Auto & Ag June 2021	Stone Picker, Mower Repairs	272.20	272.20
25602	2021-07-13	The World Spectator 169418 169424 169600	June 2021 Website Fees Land for Sale Ad Land for Sale Ad Plain&Valley	194.25 231.00 283.50	708.75
Other:					
202106-Man	2021-07-13	Sask Tel 76478239June25 94842571Jun21 94136823June21	Office Internet June 25 2021 Securtek&WTP Phone Jun22 Office IBC Phone Jun25-2021	94.30 99.58 335.15	529.03
707923-Man	2021-06-30	Ministry of Finance June 2021	School Collect 2021 June	2,969.41	2,969.41
				Total for AP:	140,485.31

Certified Correct This July 12, 2021

+ Payroll 12+13+06 26116.40
166,601.72

Cheque Reconciliation Report

PP 12 & 13

For Period End Dates: 30May2021 to 30Jun2021

Entry Type	Employee	Department	Pay Group	Run No.	Period End Date	Cheque or Voucher #	Cheque Date	Amount	Status
Deposit	HAM001	580	WELW	05	31May2021	2105	31May2021	1734.13	Open
Deposit	BOW001	585	WAST	05	31May2021	2105	31May2021	424.97	Open
Deposit	GIB002	530	530	12	12Jun2021	2112	17Jun2021	1625.79	Open
Deposit	LAW001	510	510	12	12Jun2021	2112	17Jun2021	2027.97	Open
Deposit	GIE001	530	530	12	12Jun2021	2113	17Jun2021	2540.49	Open
Deposit	KEN001	530	530	12	12Jun2021	2114	17Jun2021	1585.71	Open
Deposit	STE001	530	530	12	12Jun2021	2115	17Jun2021	1784.22	Open
Deposit	TAY001	530	530	12	12Jun2021	2116	17Jun2021	847.67	Open
Deposit	HAM001	580	WELW	06	30Jun2021	2106	30Jun2021	1734.13	Open
Deposit	BOW001	585	WAST	06	30Jun2021	2106	30Jun2021	424.97	Open
Deposit	GIB002	530	530	13	26Jun2021	2113	01Jul2021	1625.79	Open
Deposit	LAW001	510	510	13	26Jun2021	2113	01Jul2021	2027.97	Open
Deposit	GIE001	530	530	13	26Jun2021	2114	01Jul2021	2777.19	Open
Deposit	KEN001	530	530	13	26Jun2021	2115	01Jul2021	1585.71	Open
Deposit	STE001	530	530	13	26Jun2021	2116	01Jul2021	1784.22	Open
Deposit	TAY001	530	530	13	26Jun2021	2117	01Jul2021	1585.47	Open

Report Summary

Outstanding Deposits:	26116.40	(16)
Total:	26116.40	(16)